

BYLAWS OF CATHOLIC HIGH SCHOOL PARENT ASSOCIATION

Adopted May 11, 2006

ARTICLE I – NAME & Purpose

Section 1. This organization shall be known as the Parent Association of Catholic High School of Huntsville, in the Diocese of Birmingham, AL. (Hereafter referred to as the PA.)

Section 2. The purpose of this PA shall be:

- 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.

ARTICLE II -- MEMBERSHIP in the PA

Parents or guardians of Catholic High School students shall automatically be members of the PA and therefore eligible to participate in the business meetings or to serve in any of the elected or appointed positions. Each family shall have one vote. There are no dues.

ARTICLE III – OFFICERS and Their Election

Section 1. Officers

- a. The officers of this organization shall consist of a president, a vice president/president elect, secretary, and treasurer.
- b. Officers shall assume their official duties on June 15 and shall serve for a term of one (1) year or until their successors are elected, except the treasurer who may serve a two-year term. Current officers shall complete business and commitments for the current school year.
- c. A person shall not be eligible to serve more than two (2) consecutive years in the same office.

Section 2. Vacancies - A vacancy occurring in any office shall be filled for the unexpired term by a person elected by a majority vote of the board of directors, 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 -- NOMINATING COMMITTEE

- a. 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 committee will prepare a ballot for the election of the PA officers utilizing input from the volunteer committees, grade chairs, and other sources.
- b. The committee shall nominate at least one eligible person for each office to be filled. The ballot will be presented to the PA members by email and/or U.S. Mail prior to the final PA meeting.

c. Only those persons who have signified their consent to serve if elected shall be nominated for or elected to such office.

d. Officers shall be elected by ballot at the final PA meeting. However if there is but one nominee for any office, the election for that office may be by voice vote.

ARTICLE V -- DUTIES OF OFFICERS

Section 1. The president shall:

a. Preside at all meetings of the general organization and the PA board.

b. Perform such other duties as may be prescribed in these bylaws or assigned by the general organization or its board.

c. Create and appoint special committees as necessary, except the nominating committee, with the approval of the PA board or the general organization.

d. Attend all Catholic High School Board meetings.

Section 2. The vice president/president elect shall:

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.

Section 3. The secretary shall:

a. Attend all meetings of the general organization PA board.

b. Record the minutes of all meetings.

c. Have custody of the official documents of the organization, including, but not limited to, the bylaws and minutes of all meetings.

d. Perform other delegated duties as assigned by the general organization, the PA board, or the president. Such duties may include correspondence.

Section 4. The treasurer shall:

a. Be the custodian of all the funds of the organization.

b. Keep a full and accurate account of receipts and disbursements in books 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 board of directors.

d. Make disbursements as authorized by the president, the PA Board, or general organization. A dual signature is required on all checks over \$1000.00.

e. The treasurer, president and principal are authorized to sign checks.

f. Present a financial statement at every meeting of the general organization, the PA board, and at other times when requested.

g. Provide an account reconciliation each month to the principal.

h. Provide an account of all transactions and of the financial condition of the organization when requested by the board of directors or the general organization.

Section 5. 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 VII- PA Board

Section 1. The PA Board shall consist of:

a. The officers of the organization.

b. The chairs of the standing committees.

c. The principal of the school or representative appointed by the principal.

Section 2. The duties of the PA Board shall be:

a. To transact necessary business for the general organization.

b. To create standing and special committees.

c. To approve the plans of work of the standing committees.

d. To present a report at the meetings of the general organization.

e. To approve routine bills.

f. To fill vacancies occurring in an officer position as set forth in these bylaws.

Section 3. The PA board shall meet at least annually, prior to school within the fiscal year.

a. One-third (1/3) of the board of directors shall constitute a quorum for the transaction of business at a PA board meeting.

Section 4. Special meetings of the board of directors may be called by the president or by a majority of the board of directors, five (5) days notice being given to each member of the board of directors.

ARTICLE VII -- STANDING COMMITTEES & Duties

There shall be the following standing committees:

Fund Raising Committee – responsible for organizing all PA fundraising events – mainly the annual Draw Down

Hospitality Committee – help with various events requiring serving of food such as PA meetings and Teacher appreciation week.

Volunteer Committee – build and maintain a volunteer base who serve the school in various ways.

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

Nominating Committee – works to secure candidates to serve as officers of the PA

These committees shall be created or dissolved by the PA Board as may be deemed necessary to reflect the needs of the school. 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 at the last PA Board meeting. An individual or two people may serve as a committee chair.

ARTICLE X -- MEETINGS

General PA Meetings: There shall be at least four general meetings per school year as deemed necessary by the PA Board. The President, in consultation with the PA Board may call other special meetings.

ARTICLE XI – AMENDMENTS & Revisions

Section 1. 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. The approval requires a 2/3 vote of those members in attendance at the PA meeting.

Section 2. These bylaws shall be reviewed yearly, and if needed, revised. An official copy of these bylaws shall be kept on file with the PA Secretary and the Principal.