

OUR LADY OF PERPETUAL HELP SCHOOL

Constitution and By-Laws

Parents' Club

ARTICLE I: NAME, PURPOSE, AND AUTHORIZATION

Section A: NAME

The name of this Organization shall be the Parent/Teacher Organization of OLPH School, thereafter referred to as the "Organization."

Section B: PURPOSE

The purpose of this Organization shall be:

1. To promote a broader appreciation of the mission, goals, and ideals of Catholic education.
2. To enlist the spiritual, educational and social resources of home and school to provide the best Catholic education possible.
3. To provide a forum of exchange for parents and teachers of mutual interest.
4. To provide a solid resource group to plan, coordinate and staff the school's fund raising efforts and social functions.
5. To foster the integration of families into the life of the parish community.
6. To support any project deemed necessary by the Parents' Club Executive Board (as defined in Article IV, Section A) for the benefit of the school.

Section C: AUTHORIZATION

The Organization shall serve at the pleasure of the Pastor and shall function in an advisory capacity to the Pastor and Principal. Decisions of the Organization are subject to the Pastor's and Principal's review and approval.

Section D: RELATION WITH OTHER SCHOOL ORGANIZATIONS

As distinguished from the school's Board of Education, the Organization does not have an official role in the adoption of the school policy or annual budget. The Organization may recommend school policies to the school's Board of Education.

ARTICLE II: MEMBERSHIP AND DUES

Section A: MEMBERS

All teachers, parents and guardians of children presently attending OLPH School are eligible for active membership.

Section B: ASSOCIATE MEMBERSHIP

Persons who wish to promote the work of the Organization, but do not have children presently in the School, may be extended an associate membership by the decision of the Executive Board.

Section C: DUES

Annual dues may be sent by the Executive Board. Teachers are exempt from the payment of dues.

ARTICLE III: OFFICERS

Section A: OFFICERS

The officers of the Organization shall consist of a President, Moderator, Vice President, Secretary, Treasurer, Historian/Publicity, Activities, Work Program and Room Parent Representative.

Section B: THE PRESIDENT

The President shall preside at all meetings of the Organization and of the Executive Board. The president shall be an ex-officio member of all committees.

Section C: MODERATOR

The Principal of OLPH School shall be ex-officio Moderator of the Organization. The Moderator's approval is required for all expenditures of the Organization's funds and for all speakers who are invited to address the Organization. The Moderator may request a report from any officer of the Organization at any time. While the Moderator may be unable to attend all meetings of the Executive Board, the Moderator or designee shall be present for all general membership meetings of the Organization.

Section D: THE VICE PRESIDENT

The Vice President shall perform the duties of the President in the President's absence, and shall assume the duties of the office until the next annual election if the office of the President becomes vacant. The Vice President shall also be an ex-officio member of the School's Board of Education as determined by that Board's Constitution and By-Laws.

Section E: THE SECRETARY

The Secretary shall keep an accurate record of all meetings of the Organization and of the Executive Board. The Secretary shall provide members with notice of regular meetings, publish the business agenda, maintain a membership list, handle the correspondence of the Organization, and perform such other duties as the President or Executive Board shall designate.

Section F: THE TREASURER

The Treasurer shall receive all dues and other monies, and shall only make disbursements as recommended by the Board and approved by the Moderator. The Treasurer shall make a financial report at each general meeting in addition to a written annual report.

Section G: HISTORIAN/PUBLICITY

The Historian/Publicity person shall keep a record of the activities and accomplishments of the Organization. The Historian/Publicity shall promote and publish all activities of the Organization to all families of the school and interested persons of the community.

Section H: ACTIVITIES

The Activities person shall organize school social and fund raising activities and shall be notified of all Work Program Committee meetings.

Section I: ROOM PARENT REPRESENTATIVE

The Room Parent Representative shall represent all room parents and inform them of interest items of Parents' Club which should be shared with families of the children, i.e. general meetings, fund raising events, etc.

Section J: WORK PROGRAM CHAIRPERSON

The Work Program Chairperson shall be present on the days of registration to allow parents to sign up for the Parents' Club activities scheduled for the upcoming year. The Work Program Chairperson shall keep record points earned by parents through the Work Program, send a letter to all parents mid-term informing them of their status in the points program, report the status of all points delinquent parents to the School Board and shall compile a current member list of school families and issue a directory to all families within the school.

Section K: ELECTIONS

Nominations for officers shall be made by a Nominating Committee which shall include the Pastor and/or Moderator and three members of the Organization selected by the Executive Board at least two months prior to the election meeting. Only active members of the Organization shall be eligible for any elective office. The Nominating Committee shall report to the membership the names of the approved candidates for each office to be filled. Additional nominations may be made from the floor at the meeting prior to the election. These additional nominations are also subject to the approval of the Nominating Committee prior to the election meeting. The election of officers shall take place in May by a formal voting process. Only members in good standing may vote. Voting shall be by secret ballot and a plurality of votes shall suffice for election. The officers shall be installed immediately after their election and their terms shall begin upon adjournment of the last meeting of the school year.

ARTICLE IV: EXECUTIVE BOARD

Section A: MEMBERS

The administrative body of this Organization shall be known as the Executive Board, hereafter referred to as the "Board." The Board shall consist of the Pastor (or his delegate), President, Moderator, Vice President, Secretary, Treasurer, Historian/Publicity, Activities, Work Program and Room Parent Representative.

Section B: ROLE

All matters of the Organization's policy and administration shall be vested in the Board.

Section C: QUORUM

A quorum of the Board shall be a majority of the members of the Board.

Section D: MEETINGS

Meetings of the Board shall be held at the call of the President or Moderator.

Section E: VACANCIES

The Board shall have the right to fill any vacancies among the offices of the Organization, subject to the prior approval of the Pastor and Moderator and the subsequent approval by the membership of the Organization.

Section F: REMOVAL

The elected members of the Board shall serve at the pleasure of the Pastor and may be removed from the Board by him with cause. Any elected member of the Board who is absent from two meetings of the Board shall cease to be a member unless excused by action of the Board.

ARTICLE V: MEETINGS

Section A: REGULAR AND SPECIAL

MEETINGS OF THE ORGANIZATION – Regular meetings of the Organization shall take place monthly. Special meetings may be called by the President, the Moderator, or the Executive Board. Three times a year these meetings will be open to the entire Parents’ Club membership. Items for discussion must be proposed in writing to the President (2) two weeks prior to the meeting. Further agenda items from the floor will not be permitted at open meetings.

Section B: NOTICE

Notice of the Organization’s meeting shall be published by the Moderator. The meetings shall be open to all members of the Organization.

Section C: QUOROM

At any regular or special meeting, those present shall constitute a quorum.

Section D: MEETING AGENDA

The agenda of the meeting of the Organization shall normally be as follows:

- I. Call to order, Opening Prayer, and Salute to the Flag
- II. Action Items:
 - A. Routine Matters:
 1. Roll Call of Officers
 2. Approval of Minutes
 3. Reading of Communications
 4. Approval of Reports: President’s, Moderator’s, and Treasurer’s
 - B. Old Business
 - C. New Business
- III. Inservice of Organization
- IV. Information and proposals for Discussion:
 - A. From Committees of the Organization
 - B. Other
- V. Adjournment

Section E: RULES OF ORDER

The Executive Board Shall set the rules of procedures for meetings of the Organization, but in the absence of such, Roberts Revised Rules of Order shall apply.

**ARTICLE VI: MANAGEMENT OF SCHOOL-RELATED ACTIVITIES
INCLUDING FUND RAISING**

The management of all school related activities including fund raising is an administrative function of the school. All activities of the Organization shall be proposed to the Moderator for approval. The Moderator shall work with the Pastor to coordinate and integrate the activities of the school and parish.

ARTICLE VII: MANAGEMENT AND USE OF FUNDS

Section A: MANAGEMENT OF FUNDS

The funds of the Organization shall be used only for the School and for the operational expenses of the Organization. Solicitation of money from members for purposes not pertaining to the approved work of the Organization and School is prohibited. No expenditure of funds may be made without the approval of the Moderator. There shall be an annual financial report and public reporting to the membership concerning the income and expenditures of the Organization’s funds. Funds will be held in the school’s account, and ear marked “Parent Club”.

Section B: CHECKS

Checks will require the signature of both the Pastor and Moderator.

Section C: USE OF FUNDS

All funds, except a small amount retained for the Organization’s administrative expenses (usually under \$1,000), shall ordinarily be turned over to the School by the end of each academic year for use as recommended by the Executive Board and approved by the Moderator.

ARTICLE VIII: COMMITTEES

Section A: STANDING COMMITTEES

The Executive Board shall have the right to create or abolish standing committees and to appoint the temporary chairpersons of said committees with the approval of the pastor and the membership of the Organization.

Section B: AD HOC COMMITTEES

With the approval of the Moderator, the President shall have the right to create special Ad Hoc Committees and to appoint their chairpersons.

Section C: DUTIES OF THE STANDING COMMITTEES

1. **Health & Welfare:** The Health and Welfare Chairperson shall coordinate school health programs and clinics with the Health Office of Education and the Fresno County Health Department.
2. **Hospitality:** The Hospitality Chairperson shall greet members at the general meetings, welcome new families to the school and inform them of Parents' Club activities create a family atmosphere at meetings, send notes of appreciation, condolence or appreciation to members of this Organization and serve refreshments at meetings when desirable.
3. **Sports:** The Sports Chairperson shall keep a record of the dues paid by the team members, order and distribute the uniforms to the students participating in sports, collect the uniforms, which were rented, at the end of the season or year and shall keep an inventory of the sports equipment.

ARTICLE IX: AMENDMENTS

Section A: AMENDMENTS

Amendments to this Constitution shall be proposed on one Organization meeting and voted on at the next. A two-thirds vote of the membership attending is necessary to amend the Constitution and By-Laws. Amendments become effective upon receiving the written approval of the Pastor and the Bishop.

Revised by Parent/Teacher Organization:

Christi Anderson
President's or Moderator's Signature

4/9/2014
Date

Accepted by Pastor:

Rw. Robert B. Berger
Pastor's Signature

5/13/2014
Date

Approved by Bishop

[Signature]
Bishop's or Delegate's Signature

5/16/2014
Date