

# **CONSTITUTION AND BYLAWS OF ST. HILARY PARENTS' ASSOCIATION**

Adopted March 9, 2001 and Revised August 28, 2018

## **ARTICLE I: NAME**

Section 1: Name. The name of the Association shall be the St. Hilary Parents' Association (the "Association").

## **ARTICLE II: MISSION AND OBJECTIVES**

Section 1. Mission. The mission of the Association shall be to assist, promote and support St. Hilary School (the "School") in enhancing the educational experience of the students of the School.

Section 2. Objectives. The objectives of the Association in fulfilling its mission shall be:

- a. to promote better communication between home and the School;
- b. to develop and conduct fundraising events for the benefit of the School;
- c. to provide financial assistance for special projects and needs of the School.

## **ARTICLE III. MEMBERS**

Section 1. Members. The members (the "Members") of the Association shall consist of parents and guardians of students attending the School. Members in good standing shall be those Members who have paid their annual dues and who do not have outstanding and delinquent indebtedness to the Association.

Section 2. Dues. The annual dues of Members shall be \$25.00 for each academic year of the School, or such other amount as the Executive Board shall determine at a meeting of the Executive Board.

Section 3. Annual Meeting of Members. The Annual Meeting of the Members shall be held each year at the beginning of the School's academic year at a time and designated by the President of the Association in a notice to the Members.

Section 4. Regular Meetings of Members. There shall be at least two (2) regular meetings of the Association in addition to the Annual Meeting during each academic year of the School at a time and place designated by the President of the Association in a notice to the Members.

Section 5. Special Meetings of Members. Special meetings may be called by the President of the Association, by the Executive Board, or at the request of twenty-five (25) of the Members in good standing by written notice to the Secretary of the Association.

Section 6. Notice of Meetings. Notice of meetings called by the President, by the Executive Board, or the request of twenty-five (25) Members in good standing shall be provided in writing by the Secretary of the Association (or by the Secretary's designee) to each Member in good standing not less than five (5) days, nor more than thirty (30) days, prior to the date of the meeting. The notice shall state the time and place of the meeting and, if called at the request of Members, the purpose of the meeting. Notice of the meetings may be given by email, regular U.S. mail, or by general delivery through the School's students.

Section 7. Quorum and Voting. The Members in good standing in attendance at a meeting of Members shall constitute a quorum. The vote of a majority of the Members in good standing present at a meeting at which a quorum is present shall be required for approval of any action before a meeting of the Members. Any action submitted to Members by email, regular U.S. mail, or by general delivery through the School's students shall be deemed approved if the majority of timely returned ballots indicate approval of such action item.

## **ARTICLE IV. EXECUTIVE BOARD**

Section 1. Executive Board. There shall be an Executive Board of the Association consisting of the Association's President, President-Elect, Vice President, Secretary, Treasurer, and the School's Principal (the "Principal") who is a non-voting Member of the Executive Board.

Section 2. Authority of the Executive Board. The Executive Board shall have general control of and authority for the day-to-day affairs and activities of the Association between meetings of the Members of the Association. The Executive Board shall be charged with developing policies and proposing actions for consideration and adoption by the Members and shall perform such other duties and exercise such other powers as may be delegated to the Executive Board from time to time by the Members.

Section 3. Regular Meetings of Executive Board. The Executive Board shall meet monthly from June through May at a time and place designated by the President of the Association in a notice to the members of the Executive Board.

Section 4. Special Meetings of Members. Special meetings of the Executive Board may be called by the President of the Association or at the request of any three (3) members of the Executive Board by written or verbal notice to the Secretary of the Association.

Section 5. Notice of Meetings. Notice of meetings of the Executive Board called by the President or at the request of three (3) members of the Executive Board shall be provided by the Secretary of the Association to each member not less than two (2) days, nor more than seven (7) days, prior to the date of the meeting. The notice shall state the time and place of the meeting and, if called at the request of three (3) members of the Executive Board, the purpose of the meeting. Notice of meetings may be given by telephone, by **email**, **regular U.S.** mail or by general delivery through the School's students.

Section 6. Quorum and Voting. A majority of the members of the Executive Board shall constitute a quorum at a meeting. The vote of a majority of the members of the Executive Board present at a meeting at which a quorum is present shall be required for approval of any action before a meeting of the Executive Board.

## **ARTICLE V: OFFICERS**

Section 1. Officers. The officers ("Officers") of the Association shall consist of the President, President-Elect, Vice President, Secretary and Treasurer.

Section 2. Terms. The President and President-Elect shall each serve a term of one (1) year. The President-Elect will automatically become the President in the year immediately following the end of the term as President-Elect. The Vice President, Treasurer and Secretary shall each serve terms of two (2) years. The Treasurer shall be elected in odd-numbered calendar years and the Secretary and Vice President shall be elected in even-numbered calendar years. A meeting shall be held each May for the purpose of installing the new Officers and formally transitioning leadership on the Executive Board. Each incoming Officer shall assume office immediately following the meeting at which such Officer is installed, with the exception of the incoming Treasurer whose term shall officially commence on June 30 when the outgoing Treasurer's term ends. At the request of the incoming President, the outgoing Officers may assist in the transition of leadership by attending, as non-voting members, the June meeting of the incoming Officers.

Section 3. Election of Officers. Officers shall be elected from among a slate of candidates recommended to the Members by the Nominating Committee at the direction of the Executive Board, through the vote of a majority of the Members in good standing by ballot sent via email, U.S. regular mail, or general delivery through the School's students to such members at least two (2) weeks prior to the date of the last Regular Meeting. In the event Officers are elected by general delivery ballot to the Members, the ballot shall contain the slate of candidates for office selected by the Nominating Committee and shall provide for a place for write-in candidates for each officer to be elected. The results of the vote of any election by general delivery ballot shall be announced prior to the last Regular Meeting of the year. A person to be considered for the positions of President or President-Elect is required to have been a Member of the Parents' Association for no less than two (2) years to be qualified for office.

Section 4. Vacancies. Any vacancy occurring in an office by reason of death, resignation or removal shall be filled by vote of a majority of the members of the Executive Board; provided a vacancy in the office of President shall be automatically filled by the President-Elect.

Section 5. Resignation and Removal. An Officer may resign at any time at any meeting of the Association or the Executive Board, or by delivering notice of such resignation to the Secretary of the Association. An Officer may be removed at any time by the Members, with or without cause, by a vote of the majority of the Members in good standing at a meeting of the Members called for such purpose.

Section 6. Duties of Officers. Each of the Officers of the Association shall serve as a representative of the Association at School fund raising events. In addition, the Officers of the Association shall perform the following duties:

President: The President shall preside at all meetings of the Members of the Association and of the Executive Board. The President shall perform other duties ordinarily pertaining to the office and shall exercise general supervision over all affairs of the Association. The President shall, with the consent of the Executive Board, appoint the chairperson of each committee of the Association and shall be an ex-officio member of all such committees. The President shall serve as the Association's representative on the St. Hilary School Board ("the School Board").

President-Elect: The President-Elect shall assist the President with the President's duties and shall perform and discharge all of the duties of the President in the absence or inability of the President to serve. The President-Elect will coordinate the fulfillment of the Parents' Association donated auction items (parking space signage, hallway signage, Christmas Eve mass reserved seating, Halloween parade leader, etc.) to the Celebration fundraiser.

Vice President: The Vice President shall perform and discharge all the duties of the President in the absence or inability of the President and President-Elect to serve. The Vice President shall coordinate all of the committees of the Association and shall obtain reports from each committee chairperson and report to the Executive Board regarding the activities of such committees. The Vice President shall also serve as the School's Room Parent Coordinator and coordinator of the teacher conference dinner, and Catholic Schools Week staff meals.

Secretary: The Secretary shall keep minutes of each meeting of the Association and the Executive Board. The Secretary shall serve as corresponding secretary of the Association, and the Secretary (or the Secretary's designee) shall provide notices of meetings required hereunder. The Secretary shall collect and distribute volunteer information to the Board and appropriate committee chairs of the Association. The Secretary shall submit prior month's minutes for Board approval and distribution.

Treasurer: The Treasurer shall: **1)** Receive and have charge of all funds of the Association; **2)** Maintain the Association's bank accounts and investment accounts; **3)** Pay all properly-authorized expenditures; **4)** Prepare an annual budget and oversee the budget process; **5)** Provide periodic financial reports of the Association to the Executive Board and to meetings of the Association; and **6)** Otherwise perform the duties usually assigned to the office of Treasurer.

All Board members are responsible for keeping confidential binders up-to-date with current year and previous 3 years information.

## **ARTICLE VI: COMMITTEES**

Section 1. Standing Committees. The Standing Committees of the Association shall be the Nominating Committee, the Budget Committee, the Service-Oriented Committees identified in Section 6, and the Fundraising-Oriented Committees identified in Section 7.

Section 2. Other Committees. The President, with the consent of the Executive Board, or the Executive Board may create such additional committees for such purposes as the President or the Executive Board deem necessary.

Section 3. Committee Membership and Meetings. Each committee of the Association shall have a chairperson appointed by the President with the approval of the Executive Board. Except for the Nominating Committee, the membership of each committee shall be comprised of such Members, selected by the committee's chairperson and shall be necessary to assure performance of the committee's functions. Preference shall be given by each committee's chairperson, in selecting committee members, to those Members who have volunteered for such committee service. Committee meetings shall be called by the chairperson, at such time or times as the chairperson determines necessary. Any funds collected by a committee's chairperson or any of its members shall be delivered to the Treasurer of the Association, for deposit to the Association's accounts. An itemized report reflecting funds collected should accompany the funds.

Section 4. Nominating Committee. The Nominating Committee shall be comprised of the President, President-Elect, Vice President, Secretary, Treasurer, and Principal. The Nominating Committee shall meet from time to time to recommend to the Members a slate of candidates for election by the Members. Members may submit nominees by email, regular U.S. mail, or general delivery through the School's students.

Section 5. Budget Committee. The Budget Committee shall be comprised of the President, President-Elect, Vice President, Secretary, and Treasurer. The Budget Committee shall meet prior to the beginning of the school year to create a budget for the committees of the Association. The Executive Board shall approve the budget and the Treasurer shall communicate, in writing, the budget to the committee chairperson.

Section 6. Service-Oriented Standing Committees. There shall be the following Service-Oriented Standing Committees:

Busing Committee: The Busing Committee shall obtain information from the Copley, Highland, Revere, and Woodridge school systems regarding bus schedules and assist students at the School with bus transportation during the beginning of the School year and as needed during the year.

Chocolate Bars Committee: The Chocolate Bars Committee shall make St. Hilary Chocolate Bars in honor of St. Hilary's Feast Day to be distributed to the School's students.

Directory Committee: The Directory Committee shall compile, copy, and distribute the School Directory to each Member of the Association with prior approval of the Executive Board.

Eighth Grade Luncheon Committee: The Eighth Grade Luncheon Committee, comprised of Seventh Grade parents/guardians, shall plan and organize an awards luncheon for the Eighth Grade students to be held prior to the end of the school year.

Fall Fest Committee: The Fall Fest Committee coordinates Fall Fest ideas for celebration in October.

Field Day Committee: The Field Day Committee coordinates all school end-of-year indoor and outdoor activities and lunch.

Gym Uniforms and School Uniform Sweatshirts Committee: The Gym Uniforms and School Uniform Sweatshirts Committee assists with sale and distribution of gym uniforms and school uniforms.

Hospitality Committee: The Hospitality Committee shall provide, serve and clean up refreshments for all Association functions and special School events.

Hot Lunch Volunteer Committee: The Hot lunch Volunteer Committee will work with the Hot Lunch Coordinator in setting up and serving lunch one day a month.

Lost and Found Committee: The Lost and Found Committee will provide bi-monthly maintenance of lost and found items in school bins.

Media Center Volunteer Committee: The Media Center Volunteer Committee will assist the librarian with shelving, and checking-in and checking-out of books.

Mentoring Committee: The Mentoring Committee will serve as mentors to new school families using a positive attitude and a willingness to communicate by phone to support new families as needed.

Room Parent Committee: The Room Parent Committee will coordinate with homeroom teachers all classroom activities, trips and events during the school year.

Recycled Uniforms Committee: The Recycled Uniforms Committee will coordinate the recycled uniform program for school families.

Scholastic Book Fair Committee: The Scholastic Book Fair Committee will coordinate the book fair, helping students with selection of books and collection of book orders and money.

Spring Event Committee: The Spring Event Committee will coordinate spring event for children and parents in the spring.

Teachers' Luncheon Committee: The Teachers' Luncheon Committee shall organize the staff meals, which shall take place throughout the school year.

Yearbook Committee: The Yearbook Committee will coordinate and compile the school yearbook including all sport and club photos.

Section 6(a) The Eighth Grade Graduation Committee: The Eighth Grade Graduation Committee (the "Committee") shall be comprised of parents of eighth grade students. The Committee will be led by two co-chairs selected by a ballot given to the 7<sup>th</sup> grade parents in the spring prior to the 8<sup>th</sup> grade year. The Committee shall be responsible for planning and executing all aspects of eighth grade graduation-related activities not otherwise undertaken by the class and /or the School. Where appropriate, the committee shall also serve as the liaison between the School, the eighth grade teachers, Executive Board and the Committee with respect to such activities.

Section 6(b) The Eighth Grade Graduation Fee: Funds to support Eighth Grade graduation party expenses shall come from the \$100 Eighth Grade3 Graduation Fee collected with school fees. The fee will cover but are not limited to, these expenses for each 8<sup>th</sup> grade student: cost of hall rental, food, beverages, gratuity, graduation invitations, DJ for graduation party, class photo for each student, small gift for each student, copy of DVD shown, desserts and decorations for graduation party.

Any fundraising outside of the Eighth Grade Fee will have to be submitted with goals to the school administration for consideration and approval.

PA share cover expenses for the Eighth Grade Luncheon and Eighth Grade Graduation flowers.

Funds collected and/or maintained by the PA treasurer and not expended by the date set for graduation or necessary to address expenditures legitimately incurred prior to such date shall be accounted for and remitted to the Association in accordance with Section 8 hereof.

Section 7. Fundraising-Oriented Standing Committees. There shall be the following Fundraising-Oriented Standing Committees:

Celebration Committee: The Celebration Committee shall organize and run the Association's Annual Oral/Silent Auction event.

General Mills Box Tops Committee: The General Mills Box Tops Committee will coordinate the bi-annual collection and submission of Box Tops to help raise funds for extra school items.

Magazine Drive Committee: The Magazine Drive Committee shall distribute, collect and process order forms during the sales drive and be responsible for the distribution of prizes.

Retail and Restaurant Reimbursement Committees: The Retail and Restaurant Reimbursement Committees shall coordinate the promotion and planning of their fundraising events (i.e. Acme, Giant Eagle Rewards).

Spirit Wear Items Committee: The Spirit Wear Items Committee shall take orders, collect money and distribute School spirit wear items.

School Supplies Committee: The School Supplies Committee will coordinate compilation and distribution of orders and school supply kits.

#### Section 8: Receiving/Collecting/Maintaining Funds on Behalf of the Association

Any Member or other person who receives funds from the Association (other than for services rendered or to be rendered or goods provided or to be provided in the normal course of business) prior to an Association-sponsored activity or event or who collects or maintains funds on behalf of the Association shall do all of the following:

- a) Keep and provide to the Association an accurate accounting of funds received and/or disbursed, which accounting shall be documented with appropriate invoices or receipts and submitted within five (5) business days after the activity or event;
- b) Keep all receipts on behalf of and/or advances from the Association separate and apart from personal funds. Where Association funds exceeding \$500.00 are collected or maintained for more than thirty day (30) days, the member or person responsible for such monies shall, upon receipt of such funds, submit them to the Treasurer for deposit into a designated Parents' Association account earmarked for the purpose for which said funds are collected and maintained. In activities such as the collection of membership dues or collection of funds relative to ticket sales over a period of more than thirty days (30), the person collecting such monies may make periodic submissions to the Association in order to avoid the bank account requirement of this section;
- c) Where monies are received on behalf of the Association in the form of cash, issue a written receipt for such funds, which shall indicate the date of receipt, the amount of the receipt, the name(s) of the person, or persons from whom the funds were received, and the purpose for which the monies were collected. In general, cash receipts are strongly encouraged.
- d) Return all unused monies advanced and/or submit all monies received within five (5) business days after the activity or event to which the funds pertain.

#### Section 9: Preparation of Ballots

The Association shall, at least once per school year, submit to the Membership for voting a ballot containing items, which the Association may underwrite through its funds. Items appearing on such ballots may be suggested by the school administration, faculty, staff, Association Members, School Board, and other concerned parties. Following consideration of the suggested items, the funds available, and the scope and nature of all school needs, final composition of such ballots shall be determined by vote of the majority of the members of the Parents' Association Executive Board. Suggestion of an item to the Executive Board, or a request for funds from Parents' Association does not obligate the Association to place said item on a ballot for voting.

### **ARTICLE VII: ACCOUNTS AND CONTRACTS**

Section 1. Bank Accounts. The Association shall maintain such bank accounts, as the Executive Board shall determine necessary. All funds of the Association shall be deposited in such accounts by the

Treasurer. The expenditure of funds in the normal course of business necessary to effectuate the purposes expressed in Article 11(2)(b)\* hereof and other routine and recurring expenditures in furtherance of the Association's mission may be authorized by the Executive Board. Expenditure of funds outside the normal course of fundraising activities such as the acquisition of fixed assets or capital improvements or other activities as authorized in Article II (2)(c)† hereof and/or services related to such extraordinary expenditures by the Association in excess of Two Hundred Dollars (\$200.00) but less than Two Thousand Five Hundred Dollars (\$2,500.00) may be approved by the Executive Board; any such expenditure in an amount greater than Two Thousand Five Hundred Dollars (\$2,500.00) shall require the approval of the Members in good standing in accordance with Article III, Section 7 "Quorum and Voting." Any expenditure of funds of the Association in an amount of Two Hundred Dollars (\$200.00) or less may be authorized by the President of the Association and reported to the Executive Board. All checks drawn on account of the Association and all other withdrawals of funds from such accounts may be signed by the President, President-Elect or such other persons as the Executive Board or the Members may designate.Λ

Section 2. Contracts. Any contracts pertaining to activities of the Association shall be authorized by the Executive Board, entered into in the name of the School, and signed by the Church Pastor (or their designee). A copy of all PA funded contracts shall be kept in President and Treasurer binders for 5 years

Section 3. Review of Association's Financial Books and Records. The financial books and records of the Association shall be subject to such annual independent review or audit that the Executive Board may from time to time determine appropriate. The financial reviews and reports at the end of each fiscal year shall be presented to the St. Hilary Parish Finance Council for review.

Section 4. Fidelity Bond. The Treasurer and any other Officers of the Association who shall be authorized to handle funds of the Association shall obtain such fidelity bonds, at the Association's Expense, as the Executive Board determines appropriate.

## **ARTICLE VIII: AMENDMENTS**

Section 1. Amendments. The Constitution and Bylaws may be amended or repealed and restated by a vote of two-thirds (2/3) of the members in good standing present at a regular or special meeting of the Members called for such purpose or through a vote of two-thirds (2/3) of ballots timely received from the Members by general delivery through the School's students.