

BY-LAWS
of
THE PARENTS' CLUB OF MOUNT DE SALES ACADEMY

(2015)

ARTICLE I – NAME

The name of the organization shall be "The Parents' Club of Mount de Sales Academy."

ARTICLE II – OBJECTIVE

The objective of this organization is to support the Mission Statement of Mount de Sales Academy by support of the Board of Trustees and Administration. This is to be accomplished in gatherings of parents, faculty, administration and students through meetings, fund raisers and other activities, which provide positive interaction of the members of the Mount de Sales Academy community.

ARTICLE III – MEMBERS

Any parent, grandparent, alumnae or guardian who has or has had a student enrolled in the Academy, or who has attended the Academy, may become a member of this organization.

ARTICLE IV – OFFICERS

- Section 1.** The officers of this organization shall be: President, Vice-President, Secretary and Treasurer.
- Section 2.** No member shall be eligible to hold an elective office or appointive office who is a voting member of the school's Board of Trustees or the school's Administration and Faculty.
- Section 3.** Officers shall be a parent or guardian of a student currently in the Academy.
- Section 4.** Officers shall be elected for one (1) year from July 1, through June 30.

ARTICLE V – DUTIES OF OFFICERS

Section 1. The President assumes the following responsibilities: presides at all meetings of the organization, appoints all chairpersons of standing and special committees, acts as an ex-officio member of all committees except the Nominating Committee and acts a stand-in for any committee chairperson, when and if needed.

Section 2. The Vice President assumes the following responsibilities: performs the duties of the President in his or her absence or inability to serve, assists the President when necessary and assumes the President's office in the event of a vacancy for the remainder of the term. The Vice President shall also act as The Parliamentarian, rendering final decisions on all questions of Parliamentary procedure. The Vice President is responsible for securing the location and any equipment needed to conduct meetings and functions as the Chairperson of the Nominating Committee.

Section 3. The Secretary assumes the following responsibilities: keep and maintain a record of proceedings of all activities of the organization and the Executive Committee, send out notices of meetings and other correspondence as may be requested by the President or the Executive Committee and ensure notes are posted on the organization's web site. The Secretary is also responsible for maintaining mailing and membership lists.

Section 4. The Treasurer will receive all funds of the organization, shall keep an accurate record of receipts and disbursements and shall disburse up to all available moneys upon receipt of an order or request endorsed by the committee chairperson and/or within the approved budget. These funds, deposits and disbursements shall be processed through the Business Office of Mount de Sales Academy. Any disbursements outside of the budget require two officers' endorsement and must be approved by general vote at the next regular meeting. The Treasurer shall submit a report at the regular monthly meeting and ensure it is posted on the organization's web site. The Treasurer shall formulate a budget before the end of the fiscal year for approval by the following year's Parents Club. The budget, as adopted, will become the operating budget for the following year.

Section 5. Should a vacancy occur in any office other than the President, the vacancy shall be filled by a majority vote of the members of the Executive Committee, The Vice President will automatically fill the office of President if that position becomes vacant.

ARTICLE VI – MEETINGS

Section 1. The general regular meeting of the organization shall be regularly scheduled and held on a specific, convenient day of each month (presently, the third Thursday from August through May).

Section 2. Special meetings may be called by the President, Executive Committee, or ten percent (10%) of the general membership at any time. Notification of special meetings shall be given.

Section 3. The general membership present at a regular or special meeting shall constitute a quorum.

ARTICLE VII – EXECUTIVE COMMITTEE

Section 1. Management of this organization shall be vested in an Executive Committee consisting of the officers of the organization and standing chairpersons.

Section 2. Meetings of the Executive Committee shall be scheduled at the discretion of the President. Notification of the Executive Committee meetings shall be the responsibility of the President, or as otherwise prearranged. The members of the Executive Committee present shall constitute a quorum. Executive Committee meetings are open to the general membership and participation by the general membership in any meeting shall be determined by the President (but cannot be voting).

Section 3. The Executive Committee shall be responsible for reviewing the Treasurer's projected budget for the following year.

Section 4. Special meetings of the Executive Committee may be called by the President or any member of the Executive Committee.

ARTICLE VIII – COMMITTEES

Section 1. The standing committees of the organization shall be formed yearly to plan and execute events that directly service Mount de Sales staff, faculty and students.

Section 2. The Committee Chairpersons shall be appointed by the President.

Section 3. The term of the office of committee chairpersons shall be one (1) year and shall be limited to a maximum of two terms.

Section 4. The chairpersons of all committees shall give a financial report or necessary details to the Treasurer within a week of the activity's conclusion.

Section 5. Committee chairpersons shall be responsible for the leadership and working of their committee. Committee chairpersons shall attend Executive Meetings as required or requested.

Section 6. The Nominating Committee is the only required special committee. Other special committees may be appointed by the President. Examples are, but are not limited to, By-Laws, Special Events.

Section 7. The Nominating Committee shall consist of three (3) members – two elected officers and one member elected from the floor. The activities and duties of the nominating committee are:

- a. This committee is to be formed at the February meeting and shall present a slate of nominees to the Academy's principal for approval. Upon approval, a copy of the slate is distributed to all members of the organization before the May meeting.
- b. The committee shall pick two (2) candidates for each office, if such number is possibly available.

- c. The slate shall be presented at the May meeting, at which time nominations from the floor may be made. If such nominations from the floor are made, the nominee must be present to confirm his or her willingness to be placed on the slate.
- d. The Nominating committee shall receive and count votes at the May meeting and the nominee receiving the greatest number of votes shall be elected to office.

ARTICLE IX – REMOVAL OF EXECUTIVE COMMITTEE MEMBERS

Section 1. The basis for removal of any Executive Committee member (officer or standing committee chairperson) shall be wrongdoing, breaching his/her trust in fulfilling the role of the office held, or for three (3) consecutive and unexplained absences from meetings (general or Executive Committee).

Section 2. The removal process shall be:

- a. Charge(s) shall be made in writing by any member in good standing of the Parents' Club and mail or hand delivered to any member of the Executive Committee. The President, or any Executive Committee member, shall call an Executive Committee meeting to consider the charges.
- b. The accused shall be given a copy of the charges within two (2) weeks.
- c. The Executive Committee shall convene a hearing within one (1) month after receiving the charges.
- d. The Executive Committee shall meet to reach its decision within one (1) month.
- e. In order to remove an Executive Committee member, a majority of the votes cast must favor removal.

ARTICLE X – PARLIMENTARY AUTHORITY

In all matters are not covered by this Constitution and By-Laws, the proceedings shall be governed by the "Roberts Rules of Order Revised."

ARTICLE XI – FISCAL YEAR

The Fiscal Year of this organization shall be a period of twelve (12) months, ending June 30th of each year.

ARTICLE XII– AMENDMENTS

The By-Laws may be amended to at any regular meeting by a two-thirds vote of those members present, provided the proposed amendments has been submitted, in writing, at the previous regular meeting, and have been approved by the Parents' Club Executive Committee and the schools' Board of Trustees. The amendments shall be effective when adopted.

ARTICLE XIII – DISSOLUTION

Section 1. Dissolution of the Parents' Club shall require a two-thirds approval of its members and a recommendation from the Executive Committee, based upon a reasonable analysis of impacting factors. The School's Board of Trustees must concur before the recommendation is submitted to the Parents' Club members for vote.

Section 2. In the event of a dissolution, the Executive Committee shall, after paying or making provisions for the payment of all the liabilities of the Parents' Club, will transfer the Parents' Club funds to the primary accounts at Mount de Sales Academy.