

**Presentation B.V.M. Home and School Association
Cheltenham, Pennsylvania
Constitution and Bylaws
Revised – January 2010**

Constitution and Bylaws

Article 1 – Name

The name of this organization shall be Presentation B.V.M. Home & School Association.

Article 2 – Object

Section 1 – The object of the association shall be the advancement of Catholic education and the welfare of all children of this parish.

Section 2 – It shall further be to act in the promotion of activities and to increase, on the part of its members, interest in educational and parish affairs.

Section 3 – Finally, it shall attempt to provide an opportunity for parents and teachers to work for the good of the children.

Article 3 – Authority

The pastor has the responsibility for the parish and school, and this association shall function only with his consent.

Article 4 – Membership

Section 1 - The membership shall be open to all individuals interested in the objectives of this association, and who express this interest by registering their child(ren) as students of the school and paying membership dues. Furthermore, meetings shall be open to all members of the parish, but voting is open only to dues paying members.

Section 2 - Annual dues, as determined by the Executive Board are payable upon registration to the school. Teachers of the parish school are exempt from paying dues.

Article 5 – Finance

Section 1 – Accounting of Funds

- a. All funds collected and expenses paid shall be accounted for by the Treasurer via the Home & School Association checking account.
- b. General operating expenditures may be approved by the Executive Board without the vote of the membership.
- c. Authorization for disbursement of funds shall require the signatures of the Treasurer and Principal.

- d. At least One Thousand (\$1000.00) dollars shall be left in the Treasury of the Association for succeeding officers to begin the next school year.

Section 2 – Financial Reporting

- a. Updated income statement and balance sheets shall be prepared by the Treasurer for the Association and presented at each Executive Board meeting. These reports shall include, but not limited to, an explanation of and accounting for Association income, expenses, and budgeted amounts for the school year-to-date.

Article 6 – Officers

Section 1 - the officers of this association shall be a President, a Vice President, a Recording Secretary, a Corresponding Secretary and a Treasurer. The term of office shall be for two years, and no person shall be eligible to hold the same office for more than two consecutive terms. Term of office shall start July 1st and continue until June 30th of the following year.

Section 2 – The President shall preside at all meetings of the association and of the Executive Board. He/She shall perform all the duties pertaining to the office, may appoint committees, shall be an Ex-Officio member of all committees, and shall receive notices of all such meetings. The President shall have had previous experience on the board, or have been a member of an existing committee or an active participant in school or parish functions.

Section 3 – The Vice President shall perform the duties of the President in his/her absence, and shall assume the duties of the office until the next annual election if the office of President becomes vacant.

Section 4 – The Recording Secretary shall keep a minute book showing a true and accurate record of all meetings of this association and of the Executive Board. He/she shall perform such other duties as the President or the Executive Board shall designate.

Section 5 – The Corresponding Secretary shall send notice of regular meetings to members prior to said meetings. He/she shall handle such correspondence as the President or Executive Board shall direct; and he/she shall perform such further duties as the Executive Board shall designate.

Section 6 – The Treasurer shall receive all dues and other monies, and shall make disbursement only as directed by the Executive Board. He/she shall make a verbal financial report at each general meeting in addition to a written annual report which shall be examined and certified by the members of the Executive Board. In the absence of the Treasurer, the Vice President will have the authority to sign checks.

Section 7 – The officers may appoint the chairpersons of committees.

Article 7 – Executive Board

Section 1 – The administrative body of this association shall be known as the Executive Board. The Board shall consist of a current faculty representative, the Association's President, Vice President, Secretaries, Treasurer, and the school Principal.

Section 2 – All matters of policy and administration shall be vested in this Board.

Section 3 – A quorum of the Executive Board shall be a majority of the members thereof.

Section 4 – Meetings of the Executive Board shall be held at the call of the President, or any three members of the Executive Board.

Section 5 – The Executive Board shall have the right to fill any vacancies among the officers of the association, except the office of the President, which is subject to subsequent approval of the membership.

Article 8 - Elections

Section 1 - Nominations for officers shall be solicited from the active membership during the month of March. The Executive Board shall report and publish the name(s) of the candidate(s) for each office a minimum of two weeks prior to balloting. The consent of all nominees must have been obtained.

Section 2 - Voting shall be held by secret ballot. For all contested board positions, one ballot per active membership shall be sent home in April. Ballots would be requested to be completed and returned to school two weeks prior to the May meeting. Candidates receiving the most ballots for each respective office shall be elected. In case of a tie, secret ballots shall be held until a majority results. Election results shall be announced at the Annual Association meeting in May.

Article 9 – General Membership Meetings

Section 1 – The Annual Association meeting shall take place at the last business meeting of the school year in May.

Section 2 – There shall also be meetings during the school year at such times as the President or Executive Board shall decide. There shall be at least four general membership meetings per school year. A minimum of two weeks notice shall be given prior to all general membership meetings.

Section 3 – At a regularly called meeting of the membership, those present shall constitute a quorum.

Article 10 – Parliamentary Procedure

The rules contained in “Robert’s Rules of Order, Revised” shall govern this association in all cases not otherwise covered by this Constitution and Bylaws.

Article 11 – Amendments

Amendments to this Constitution and Bylaws shall be proposed a minimum of two weeks prior to a general membership meeting at which a vote on the proposed amendments shall take place. A two-thirds vote of the membership of the association in attendance is necessary to amend.