

Bishop Manogue Catholic High School

Parent Leadership Association Bylaws

Amended March 2014

Article I – Name

The name of this Association shall be the Parent Leadership Association of Bishop Manogue Catholic High School, hereinafter sometimes referred to as The Board or the Association.

Article II – Purpose

The purpose of this Association shall be to foster communication and cooperation between parents, students, administration, and the faculty/staff of Bishop Manogue Catholic High School. The Association will assist in achieving the school's goal of Catholic education through fundraising and service to the school. The Association will assist in achieving the school's goal of Catholic education through fundraising and service to the school, all in an effort to support school-wide improvement.

The Association **does not** address, nor does it present a forum for, matters involving school policies. Parental concerns on school policies should be directed to the school administration.

Article III – Membership

Membership shall be open to parents and legal guardians of students attending Bishop Manogue Catholic High School, as well as all alumni and parents of alumni, current staff and an appointed member of the student body and faculty/staff. Eligible members are not required to register as members. Membership is assumed.

Article IV – Officers and The Board

The Officers of this Association shall consist of President, Vice-President, Secretary and Treasurer. The voting members of The Board shall be the Officers, Committee Chairs, Faculty/Staff Representative and Student Body Representative.

Active Participation on The Board including attendance at Association meetings and events and service to the school on behalf of the Association will count toward the annual parent's service hour requirements of Bishop Manogue High School.

Article V – Standing Committee Chairs

The Standing Committee Chairs of this Association shall consist of: Hospitality, Special Events, Fundraising, Safe & Sober Grad Night, Staff Appreciation and Senior Class Events. Each committee shall be chaired by one or more coordinators. Committees will operate within established budgets with protocols in place should unanticipated events arise and additional funds are needed.

Article VI – Faculty/Staff Representative and Student Body Representative

The Faculty/Staff Representative shall be appointed by the Principal of Bishop Manogue to The Association. The Student Body Representative shall be appointed by the Principal of Bishop Manogue to The Association.

Article VII – Duties and Responsibilities of Officers

The **President** shall preside at all meetings of this Association, shall coordinate the master calendar with the Principal, appoint ad hoc committees as deemed necessary, shall serve as ex-officio member of all standing committees and have general supervision of all activities.

The **Vice-President** shall assist the President in his/her duties and act in the President's absence; shall serve as ex-officio member of all standing committees and shall coordinate the annual academic, athletic and administrative grant request proceedings. Shall also serve as parliamentarian of the association.

The **Secretary** shall keep or cause to be kept the complete minutes of all regular and special meetings of this Association and shall disseminate all necessary correspondence such as keeping the parents of BMCHS students informed of events related to the Parent Leadership Association and keeping lines of communication open between parents, the school administration, athletic department and the Board. The Secretary shall work with the Communications Chair to keep the parents, administration, and staff aware of all events and information related to the Association.

The **Treasurer** or its designee shall work with the finance department of Bishop Manogue to receive all funds, issue receipts, and cause to be paid all bills authorized by the Association; prepare financial reports for presentation to The Board; assist in distributing funds approved for Educational Initiatives and prepare a year end budget.

The President, Principal and Vice Principals of Bishop Manogue Catholic High School shall serve in an advisory capacity and are ex-officio members of all standing committees.

Article VIII – Duties of Standing Chairs and Other Board Members

Hospitality Chairperson (s) shall be responsible for coordinating set-up and clean-up of refreshments for all general meetings and special Association meetings and school functions throughout the year.

Fundraising Chairperson (s) shall be responsible for the planning and execution of any fundraising event.

Safe & Sober Grad Night Chairperson (s) shall be responsible for planning and organizing a night of festivities for all graduating Bishop Manogue students.

Staff Appreciation Chairperson (s) shall be responsible for planning and organizing regular luncheons or breakfasts for the staff and teachers of Bishop Manogue, preferably on a monthly basis.

Spirituality Chairperson(s) shall be responsible for coordinating the praying of the Rosary in the school Chapel and gathering information and resources of various kinds in accordance with the teachings of the Catholic faith to educate parents and students so that all will grow in their Catholic faith. The school's website and daily announcements may be used to pass on information.

Senior Class Events Chairperson (s) shall be responsible for planning and execution of any senior class event hosted by the Association.

Teacher Representative shall act as a liaison between the Staff and The Board and support the efforts of the Association.

Student Body Representative shall act as a liaison between the Student Body and The Board and support the efforts for the Association.

Article IX – Confidentiality

As a volunteer representative of the Parent Leadership Association for Bishop Manogue Catholic High School (hereinafter referred to as BMCHS), I will not at any time disclose or use, either during or subsequent to my position with the Association, any information, knowledge or data which I receive or develop during my term which is considered and deemed confidential or proprietary by BMCHS.

Confidential or proprietary information of BMCHS includes, but is not limited to, financial records, information regarding meeting discussions, information regarding BMCHS operations, procedures or practices, information regarding BMCHS families, donors, and student school records.

I further agree that upon my departure from the Parent Leadership Association, I shall promptly return any and all documents containing the above information, knowledge or data, relating thereto.

I understand and agree that I will never use the mailing list of BMCHS for purposes of solicitation unless related to my role with the Parent Leadership Association.

In the event that a dispute arises concerning the agreement, BMCHS shall be entitled to the recovery of reasonable attorney's fees and costs.

I understand that my continued involvement with BMCHS and the Parent Leadership Association is contingent upon my compliance with this agreement.

Article X – Nomination and Elections

The Nominating Committee shall be appointed by the Officers of the Association no later than the Association meeting in the month preceding the last General Meeting of the school term. The Nominating Committee, consisting of three or more members, shall present to The Association a slate of Officer and Standing Committee Chairs nominees prior to the last General Meeting of the school term. Further nominations may be made from the floor during the last General Meeting.

An election shall be held at the last General Meeting of the school term. A majority vote of all members in attendance shall be necessary to elect, or if only one candidate per position is nominated, The Association and/or President may confirm by acclamation.

Article XI – Association Terms and Vacancies

Association members may serve for a period of one school year. Association members may resign at any time. A written resignation should be given to The Association President. If the Association President should resign, the Vice – President shall assume that office for the remainder of the term. A vacancy arising in any other Office or Standing Committee of The Association may be filled by and at the discretion of the Officers of The Association.

Article XII – Meetings

Association meetings will usually be held monthly with a minimum of seven (7) Association meetings per school year between September and May. Association meetings are open to the school Parent. Any person wishing to address The Association should write, email or telephone The Association President at least one week prior to The Association meeting.

Special Parent Leadership Association Association meetings may be called by the President. All Bishop Manogue parents are encouraged to attend and participate in The Association meetings. The Association shall give adequate notice to all parents as to the time and location of the meetings.

All meetings are conducted pursuant to Roberts Rule of Order.

Article XIII – Dues

The Parent Leadership Association has no dues.

Article XIV – Fundraising and Expenditures

The primary source of funds for the Parent Leadership Association is derived from profits from fundraising events. The primary recipients of any Association grants shall be the faculty and extracurricular athletic or academic student programs of Bishop Manogue High School. The granting of funds above and beyond the approved budget shall be done by a simple majority vote of The Association. The Association Officers may approve emergency expenditures up to \$250.00 without Association approval.

Article XV – Amendments

The bylaws may be amended, revised or repealed at any Parent Leadership Association Meeting by a two-thirds vote of members present. Any proposed change shall be submitted in writing and must be received by the President a minimum of 30 days prior to a meeting. The Association must first approve any change and then present it to the School Administration for approval.