

**BYLAWS
OUR LADY OF THE ELMS HIGH SCHOOL AND MIDDLE SCHOOL
PARENT CLUB**

ARTICLE 1 – NAME

The name of the organization shall be the Parent’s Club of Our Lady of the Elms High School and Middle School (hereinafter “the School”).

ARTICLE II – MISSION STATEMENT

To form a body of dedicated men and women interested in and committed to the betterment of the School.

To provide a forum of communication among parents, the general community, the faculty, and administration of the School and the Sisters of Saint Dominic.

To promote the School among the parents and in the community.

To promote student extra-curricular activities and all related school projects.

To work with the administration of the School to insure financial solvency of the School.

ARTICLE III –MEMBERSHIP

Membership shall be open to all dues paying parents or guardians of students currently enrolled in grades 7 through 12 of the School.

ARTICLE IV—MEETINGS

Section 1. There shall be at least two general meetings annually. The first meeting of the year shall serve as a forum to introduce the faculty.

Section 2. The spring meeting shall be designated the Annual Meeting at which officers shall be elected for the coming year.

Section 3. Special meetings of the membership may be called by the President or a majority of the Executive Board upon written notice to the Secretary at least fifteen (15) days in advance of said meeting.

Section 4. A. Notice of general meetings shall be published in the Parent Newsletter and by e-mail notification. Notification shall occur at least one week prior to said meeting.

B. In announcing a special meeting, the notice shall state briefly the purpose of the meeting and be mailed ten (10) days prior to the date of the meeting.

ARTICLE V – EXECUTIVE BOARD

- Section 1. The Executive Board shall consist of the Officers, Chairpersons of Standing Committees, and a Coalition Representative. The High School Principal and chairpersons of Special Committees shall be non-voting members of the Executive Board.
- Section 2. The Executive Board shall establish its regular meeting schedule.
- Section 3. The Executive Board members are required to attend all Executive Board meetings and general meetings unless excused by the President or the Secretary.
- Section 4. Notice of regular Executive Board meetings shall be mailed by the Secretary to each member of the Executive Board at least ten (10) days prior to said meeting.
- Section 5. Special meetings of the Executive Board may be called by the President or a majority of the Executive Board at least three (3) days in advance of said meeting.
- Section 6. The Executive Board shall have the authority to transact the business of the Parent Club between meetings of the general membership and to implement the resolutions and decisions of the Board and the membership. They shall report their activities to the general membership at the next schedule meeting.

ARTICLE VI – OFFICERS AND DUTIES OF OFFICERS

- Section 1. The Officers shall consist of President, President Elect, Immediate Past President, Secretary, Treasurer, and 7th – 12th Grade Representatives.
- Section 2. The President shall call, postpone, or cancel meetings. The President shall be an ex-officio member of all committees except the Nominating Committee, and shall, with the counsel of the Officers, appoint all Committee Chairpersons and Coalition Representatives.
- Section 3. The President Elect shall perform all the duties of the President in case of the latter's absence, disability, or resignation. In case the President and the President Elect are absent or unable to perform their duties, the members of the executive Board shall appoint a Chairperson Pro Tem for that meeting. The President Elect shall also attend all Coalition meetings.
- Section 4. The Immediate Past President shall attend all Executive Board meetings and serve as an advisor to the Board using the experience gained while serving as President of the Parent's Club in the previous term. The Immediate Past president shall also serve as Chair of the Nominating Committee.
- Section 5. The Secretary shall keep accurate minutes of all meetings of the Executive Board and general membership, notify Board members of Executive Board meetings, and be responsible for the correspondence of the organization as designated by the President.
- Section 6. The Treasurer shall keep the financial records of the organization and pay all bills submitted and deemed appropriate by the Treasurer. In the event of discrepancy, the Treasurer shall bring the discrepancy to the Executive Board. The Treasurer shall keep and accurate account of receipts and expenditures; and all records shall be open of inspection by the membership. The Treasurer shall serve as Chair of the Budget Committee with members appointed by the President. The Budget Committee shall plan the budge for the coming year.

Section 7. The 7th – 12th Grade Representatives shall bring the concerns and questions of the 7th – 12th grade parents to discussion at the Executive Board meetings.

ARTICLE VII – NOMINATIONS, ELECTIONS, TERMS OF OFFICE AND VACANCIES

- Section 1. A Nominating Committee shall be chaired by the Immediate Past President and two members appointed by the President in January.
- Section 2. The slate shall consist of one candidate, or couple, for each elected office. The slate shall be presented to the Principal and to the Executive Board prior to presentation to the general membership.
- Section 3. The election of officers shall occur as follows:
- A. The slate shall be presented by the Nominating Committee.
 - B. The membership, present and voting at the Annual Meeting, shall have the right to nominate additional candidates for each of the positions on the slate, limited only by the requirement that the nominee be eligible and willing to serve if elected.
 - C. Election shall be by majority vote of those present and voting.
 - a. Where there is more than one candidate for an office, vote shall be by ballot. Three (3) tellers, appointed by the President, will count the ballots.
 - b. Where there is only one candidate for an office, election may be by voice vote.
- Section 4. Officers shall be elected and installed at the Annual Meeting and assume responsibilities thereupon. The outgoing Treasurer shall remain in that capacity until the end of the fiscal year in effect.
- Section 5. The term of office shall be for one year.
- Section 6. No officer shall hold the same office for more than two successive terms.
- Section 7. A. Vacancies in office occurring during the year shall be filled by the President with the approval of the Executive Board
B. In the event of a vacancy in the office of President, the President Elect assumes the duties of President and appoints a new President Elect with approval of the Executive Board.

ARTICLE VIII – DUES

- Section 1. The Executive Board shall establish membership dues rates. Membership dues rates may be revised from time to time, as deemed necessary by the Executive Board.
- Section 2. The Fiscal Year shall close June 30. The Business Manager shall maintain all records.

ARTICLE IX – COMMITTEES

- Section 1. Committees of the organization shall consist of Standing and Special.

Section 2. The Executive Board shall have the power to designate Standing and Special Committees as it deems necessary.

Section 3. Standing Committees, with Chairpersons appointed by the President and with representation on the Executive Board may include:

- A. Hospitality
- B. Membership
- C. Telephone

ARTICLE X – ORDER OF BUSINESS

Unless otherwise ordered by a majority vote of the members present, the order of business at meeting of the organization shall be:

- A. Call to order by presiding Officer
- B. Opening Reflection
- C. Reading Minutes of the previous meeting
- D. Treasurer’s Report
- E. Correspondence
- F. Officer’s Report
- G. Other reports:
 - a. Standing Committees
 - b. Special Committees
 - c. Coalition Representative
- H. Principal’s Report
- I. Unfinished Business
- J. New business
- K. Announcements
- L. Closing Prayer and Adjournment

ARTICLE XI – QUORUM

Section 1. The Quorum for a meeting of the general membership shall consist of a simple majority of those present and voting.

Section 2. The Quorum for a meeting of the Executive Board Shall be a simple majority.

ARTICLE XII –

All questions of parliamentary procedure not covered in the bylaws, shall be decided according to the latest edition of Roberts’ Rules of Order, Newly Revised.

ARTICLE XIII – AMENDMENT OF BYLAWS

These bylaws may be amended by a two-thirds (2/3) vote of the membership present and voting at any general meeting, provided that previous notice has been given, either at a prior meeting, or in writing ten (10) days prior to the meeting at which they will be amended.

Approved by the Membership
November 12, 1980

Revised by the Membership
September 26, 1984
October 6, 1993
September 22, 1999
April 17, 2008