



SAN JUAN DIEGO
CATHOLIC HIGH SCHOOL

BY-LAWS OF SAN JUAN DIEGO CATHOLIC HIGH SCHOOL PARENT ASSOCIATION

PREAMBLE

We, the parents of San Juan Diego Catholic High School, being ever mindful that our children are sacred responsibilities entrusted to us by God: desiring to nurture and educate them in a Christian environment and wishing to participate fully in the life of San Juan Diego Catholic High School do join together to form a parent association for the purpose of supporting school programs and policies, contributing to the special needs of the school and fostering greater communication between school and home.

Effective September 15, 2009

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TABLE OF CONTENTS

- I. Definition of Group**

- II. Structure**

- III. Executive Board**

- IV. Standing Committees**

- V. PA Elections of Officers**

- VI. Meetings**

- VII. Finances**

- VIII. Amendment of These By-laws**

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ARTICLE I – Name, Purpose and Objectives

Section 1.01 Name - The name of this organization shall be the San Juan Diego Catholic High School Parent Association, commonly known as The Saints Parent Association, hereafter referred to as the “PA.”

Section 1.02 Purpose - The purpose of the PA is to develop ways and means to support the school’s academic programs, extra-curricular activities, and special needs. The PA shall sponsor programs directed toward the further education and social interaction of its members consistent with the educational philosophy of the school community.

Section 1.03 Objectives - The objectives of the PA, acting with the consent of the Principal and the School Advisory Board, are as follows:

- A. Develop an organization with an active and involved membership that is concerned with the school and all students regardless of sex, race, or socio-economic status.
- B. Formulate and implement appropriate school fund-raising projects
- C. Encourage the student and parent involvement with the school.
- D. Work with parents, teachers, and the administration to develop and pursue goals that enhance and support the school.
- E. Aid the staff in organizing and staging special events and projects.

Section 1.04 Communication to Membership

The Executive Board is responsible for maintaining effective communication with the PA membership regarding all PA-sponsored events and activities. A calendar of events and activities that supports the “Purpose” and “Objectives” of the PA shall be presented at the first General Assembly meeting of each academic year.

Section 1.05 Non-profit Status - Notwithstanding any other provisions of these By-Laws, the PA shall carry out activities permitted by an organization exempt from Federal income tax under Section 501(c)(3) of the Internal Revenue Code of 1954 or the corresponding provision of any future United States Internal Revenue Law or by an organization, contributions to which are deductible under Section 170(c)(2) of the Internal Revenue Code of 1954 or the corresponding provisions of any future United States Internal Revenue Law.

ARTICLE II – Structure

Section 2.01 Membership - There shall be one class of membership in the Committee; the adult members of any household who have a current student attending San Juan Diego Catholic High School

Section 2.02 Executive Board – The PA Executive Board shall consist of the officers, the chairpersons of standing committees, and the school Principal.

Section 2.03 Dues – Dues for membership, and subsequent changes to the dues may be recommended at a regularly scheduled general assembly meeting. The recommendation for changes may be approved at the next regularly scheduled general assembly meeting through a simple majority vote.

Section 2.03 Members Right to Privacy - Any personal information gathered or requested by the PA is for the sole use of the PA and will not be made available to any other organization.

ARTICLE III – Executive Board

Section 3.01 Executive Board – The Executive Board shall consist of the Officers, the Chairpersons of standing committees, and the school principal.

- A. The officers of the PA shall be President, Vice-President, Treasurer, Secretary, and Parent Class Representatives (Up to two representatives for each grade level), and a Teacher representative.
- B. The PA officers are elected every year by the membership. Any Member of the PA is eligible for any office with the exception the Parent Class Representative, which must be filled by a parent that has a student in the grade level that is represented by the office, and the Teacher Representative, which must be filled by a full time San Juan Diego teacher.

Section 3.02 Duties of Officers -

- A. The President shall coordinate, set an agenda, and preside at all PA General Assembly and executive board meetings; communicate with the administration and the parent community; sit on the School Advisory Board as a PA Representative; and oversee all activities of the PA.
- B. Vice-President shall supervise and facilitate the creation, planning, and coordination of PA sponsored events for the year including finding volunteers, identifying chairpersons for events, coordinating event logistics, and recognizing volunteer efforts. In addition, the Vice- President shall perform all the duties of the President in his/her absence.
- C. Secretary - The Secretary shall maintain a written record of the proceedings of all PA General Assembly and Executive Board Meetings and shall be responsible for all correspondence as directed by the President.
- D. Treasurer shall keep all PA financial records, oversee assets and budgets for events, activities, and fundraisers, make disbursements as directed by the membership, and arrange for an audit of books at the end of the school year.
- E. The Teacher Representative shall represent the faculty members and shall act as a link of communication between the PA and the faculty.
- F. The Class Representatives shall represent the appointed grade level and shall act as a link of communication between the PA and the represented grade level.

Section 3.03 Terms of Office

- A. The term of all Officers shall begin June 1st until May of the following year. The outgoing Officers will function in an advisory capacity from June through August.
- B. An Officer may hold the same office for a maximum of two (2) consecutive terms.

Section 3.03 Vacancies – In the event that an Officer leaves or resign during the term of office, the vacated position will be filled by a special election. The Executive Board or Principal may appoint an interim Officer.

ARTICLE IV – Standing Committees

Section 4.01 - Definition – Standing Committees are those required to function throughout the year. The PA Executive Board may elect to develop standing committees to address school and member needs. Committee chairpersons will be determined by a simple majority of PA members and will communicate with the Executive PA Board

ARTICLE V – PA Election of Officers

Section 5.01 – Elections and Voting – Elections will be held at the last General Assembly meeting of the school year. All members of the PA will be eligible to vote in the election of Officers. Officers will be elected by a majority vote of members present at the last general assembly meeting of the school year through written ballot.

Section 5.02 – Nominating Committee

- A. A Nominating Committee composed of the incumbent President, the Principal, and two or more volunteers who are current PA members shall compile a list of names of members.
- B. The Nominating Committee shall be formed in March of each year so that the list of nominees may be presented to the membership in the April meeting.
- C. If any member of the Nominating Committee is nominated and accepts an open position, then they must excuse themselves from the Nominating Committee.

Section 5.03 – Nominations

- A. Nominations may be taken from the floor of the March and April PA General Assembly Meetings.
- B. Nominations may be taken up to seven school days before the last general assembly meeting of the school year.
- C. Nominees may choose to submit a brief personal statement to the nominating committee for dissemination prior to the elections.
- D. The final slate of nominees and any personal statements will be communicated via the ballots up to five school days before the last General Assembly meeting.

Section 5.04 – Transition of New Officers - Terms of office begin upon election so that an orderly transition of newly elected and departing officers may take place during the summer.

ARTICLE VI – Meetings

Section 6.02 General Membership Meetings - General Membership Meetings shall be held monthly unless otherwise specified by the Executive Board and reasonable notice is provided to the General Membership. Meetings shall be open to all interested persons.

Section 6.03 Executive Board Meetings - Executive Board Meetings shall be held monthly unless otherwise specified by the Executive Board. A summary of the decisions reached and Executive Board members present at each meeting should be distributed to PA members at the next General Meeting.

ARTICLE VII – Disbursement of Funds

Section 8.01 - Appropriations of Funds – In order to disburse the funds in a fair and equitable manner, a system of appropriating funds raised to each of the following shall occur in May of each year: PA Operating Fund, Standing Committees, and Special Projects.

- A. **Special Projects**- In September of each year, a survey will be taken in order to determine which “Special Projects” will be chosen to receive funds in May. The special projects chosen will be announced in November.

ARTICLE VIII – Amendment of These By-laws

Section 8.01 – Review -The PA By-Laws shall be reviewed for possible amendments and updates every three years or as directed by membership or administration.

Section 8.02 - Amendments – Amendments must be presented at a regularly scheduled General Assembly meeting. A hand vote will be held at the following regularly scheduled General Assembly meeting. A simple majority vote of members present will be necessary to add, delete, or amend the by-laws

Section 8.03 – Revisions – A committee may be appointed to submit a revision of the by-laws. The proposed revisions may be approved for presentation to the PA membership at a regularly scheduled General Assembly meeting by a simple majority vote of members present at a regularly scheduled General Assembly meeting (including the same meeting), a two-thirds majority vote of the PA Executive Board, or by the Principal.