

**BYLAWS OF
SALESIAN HIGH SCHOOL, Inc., d.b.a., SALESIAN COLLEGE PREPARATORY
PARENT ASSOCIATION**

ARTICLE I. NAME

1.01 This organization shall be known as the Salesian College Preparatory Parent Association Group.

ARTICLE II. MISSION STATEMENT

2.01 The mission of Salesian College Preparatory Parent Association (“PA”) is twofold. Firstly the PA will, in the spirit of Don Bosco, work to build and support the Salesian mission by promoting and sustaining the sense of family which is an integral part of that mission. The Salesian PA will do this primarily by focusing on the success of each Salesian College Preparatory student specifically through fundraising to support the educational program of the school. Secondly the PA will organize various social activities for all families, students, faculty and staff so as to increase the sense of community which is so essential to the Salesian educational mission.

ARTICLE III. MEMBERSHIP

3.01 All parents/guardians who have children enrolled at Salesian College Preparatory are members of the PA. All persons who wish to support the PA but do not have children in the school are invited and encouraged to support and participate in its activities. (i.e., Alumni parents, grandparents, etc.)

3.02 Officers

Section I

The Principal at Salesian is a defacto officer of the PA and shall act as the liaison between the PA and the school.

Section 2

The elected PA officers are the President, Vice President, Secretary/Treasurer. The nomination and election of these officers must take place in accordance with the procedure given in Article II of the By-laws. Three or more other officers will be appointed to take on the coordination and collaboration with the PA Board of Fundraising, Hospitality and the Family Service Program (FSP).

Section 3

In order to encourage the active involvement of all members to serve as PA officers, no elected officer may hold the same office for more than two consecutive years, unless otherwise noted by the Principal.

Amendments

Section 1

Proposed amendments to this Constitution and the attached By-Laws shall be submitted to the membership before adoption.

Section 2

The Constitution and the attached By Laws may be amended by a two-thirds vote of quorum of any regular meeting.

BY-LAWS

Article I - Duties of Officers

Section 1

The Principal shall:

- Supervise all spiritual activities of the PA
- Approve all nominations and appointments to PA officers
- Approve all social activities before they are announced
- Approve all fundraising activities in collaboration with the school's Development Office
- Approve all expenditures of PA funds
- Request official reports from any officer or chairperson when necessary
- Collaborate with the PA President on the preparation of the Agenda for the two Town Hall meetings (September/October and February/March) of each year

Section 2 – PA Officers

PA President

- Meets with Executive Board to plan the PA calendar
- Meets with Executive Board to plan the agenda for monthly PA meetings
- Works in collaboration with the Principal to create the Agenda for the two Town Hall meetings
- Runs the monthly PA meetings
- Delegates responsibilities for running events to other PA members
- Unofficial member of all other committees (except Nominating)
- Works with the FSP coordinator to ensure parent volunteers for PA events or request further volunteers
- Attends PA fundraising events (when possible)
- Work with School Webmaster to update school website for PA event information
- Review and approve minutes for distribution
- Seeks with the PA Vice President to initiate and support other fund raising events as they are presented for approval
- Approve expenses and reimbursements together with the Finance Office

Vice President

- Acts as assistant to the PA President and presides in her/his absence.
- Coordinates/Oversees the fundraising activities of the PA with the PA President
- Encouraged to stand for election to the office of President following end of the current President's term
- Coordinates and supports the programming for monthly PA meetings (special information presentations, speakers etc)
- Seeks with the PA President to initiate and support other fund raising events as they are presented for approval

Secretary/Treasurer

- Keeps accurate records of all monthly meetings of the Executive Board and two Town Hall meetings.
- Distributes meeting agendas and minutes to the Executive Board, PA members, and school's Executive Assistant.

(Secretary/Treasurer Continued)

- Performs any other necessary secretarial duties.
- Distributes and reviews monthly financial reports with the Executive Board, the General PA members, and the school's Executive Assistant.
- Works in collaboration with the school's Finance Office to oversee financial reports of each of the fundraising events and of the annual budget.

Family Service (FSP) Program Coordinator

- Creates and oversees online registration annually for FSP
- Creates and maintains throughout the year the electronic records of parent volunteering submitting the records to Aeries in a timely manner
- Provides reminders, through VolunteerSpot.com and E-blasts (by means of the school's Executive Assistant) the communication between parents and activity coordinators
- Prepares a brief report for the PA meetings

Fund Raising Coordinators:

a) ATHLETIC BOOSTER COORDINATOR

- a. Oversees the provision of concessions and spirit wear for the different sports
- b. Keeps, in collaboration with the school's Finance Office, accounts of money raised through concessions and spirit wear sales
- c. Works in collaboration with the FSP coordinator to ensure the presence of parent volunteers at school sports events where concessions and spirit wear sales are involved
- d. Coordinates personnel and provisions for the Snack Bar for Spring CYO Track meets on Sundays during March and April

b) CRAB FEED COORDINATOR

- a. Works with the Crab Feed Committee and its collaborators to oversee and facilitate that event annually on the third weekend in January
- b. Oversees the development of new initiatives within that event

Hospitality Coordinators:

- Collaborates closely with the FSP Coordinator to acquire parent volunteers for various events and communicate the need for additional volunteers for any new events
- Communicates with point persons for all hospitality events

Section 3 - Relationship between the Development Director and the PA

The Development Director:

- Oversees and approves the calendar PA fund raising events

Section 4 - Regulations

When an officer or coordinator fails to attend three consecutive meetings without adequate excuse, the Officers may declare the office vacant by a simple majority vote.

Section 5 – Terms of Office

All officers shall perform duties outlined in these By-Laws and those assigned. Upon the expiration of term of office or in case of resignation, each officer shall turn over to the Principal without delay, all records, books, and other materials pertaining to the office.

Section 6 – Family Service Program (FSP) requirements

The FSP mandatory volunteer requirements are waived for all PA officers and coordinators.

Article II - Nominations and Elections

Section 1 – The Nomination Committee

Nomination for Office shall be made by the Nominating Committee and shall be approved by the Principal. Nominating Committee shall consist of the Principal, three PA members, and parents at large. The Committee shall serve until the election is held.

Section 2 - Nominations

The Nominating Committee shall present a written slate of nominations of candidates for the various elective offices as gathered from the general membership.

Section 3 - Candidates

The Nominating Committee shall submit the slate of candidates to the Principal before presenting the ballot to the general membership.

Section 4 - Elections

The final results of the election shall be submitted to the Principal by the May meeting. The election should take place in the month of April and definitely no later than the second week of May.

Section 5 - Voting

Elected officers are voted on by the entire membership, excepting the coordinators who come forward to take on those roles. The votes should be counted by at least two tellers appointed by the PA President.

Section 6 – In the event of vacancy of a role

The Principal and PA President may elect to fill a vacancy of an elective office for the unexpired term. In case a vacancy occurs in the office of the PA President, the Vice President shall serve notice of the election.

Section 7 – Special Meetings

The PA President elect may call a meeting of the officers-elect and the ex-office officers to ratify appointments of the appointed officers and Chairpersons and make plans for the coming year's work.

Section 8 – Unfilled positions

If an office remains unfilled after election, it shall be considered a vacant office and an appointment can be made to fill the vacancy by the Principal and PA President.

Article III - Fiscal Year

The fiscal year of the PA begins the first day of July and ends on the last day of June.

Article IV - Amendments

These By-Laws may be amended as provided in section 2 and 3 of the Amendments in the Constitution.

Article V - Rules of Order

All matters not covered in this constitution or By-Laws shall be governed by Robert's Rules of Order Revised.