

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 the Salesian College Preparatory Parent Association (“PA”) is twofold. Firstly, in the spirit of Don Bosco, the PA will work to build and support the Salesian mission by promoting and sustaining the sense of family that 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 to increase the sense of community that is 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 de facto 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 occur in accordance with the procedure given in Article II of the Bylaws. Two or more other officers will be appointed to take on the coordination and collaboration with the PA Board of Fundraising.

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 Bylaws shall be submitted to the membership before adoption.

Section 2

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

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.

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 meetings
- Runs the monthly PA meetings
- Delegates responsibilities for running events to other PA members
- Unofficial member of all other committees (except Nominating)
- Coordinates with the school's Calendar Coordinator all PA fundraising events
- 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
- Reviews and approves Meeting Minutes for distribution
- Seeks, with the PA Vice President, to initiate and support other fundraising events as they are presented for approval
- Approve expenses and reimbursements together with the Finance Office

Vice President

- Acts as an 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 the 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 fundraising events as they are presented for approval

Secretary/Treasurer

- Keeps accurate records of all monthly meetings of the Executive Board.
- Distributes meeting agendas and minutes to the Executive Board, PA members, and the school's Executive Assistant.
- 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 fundraising event and the annual budget.

Class Representatives

Two Class Representatives per Grade Level. Class Representatives are appointed positions by the Principal in consultation with the PA President/VP.

- Assists PA Elected Officers with any other tasks such as Faculty Appreciation events, Mother's Day Brunch, or any other new/additional planned PA events/activities.
- Responsible for overseeing various events assigned per grade level, as well as coordinating and supervising parent volunteers for the events (with the assistance of the Family Service Program Coordinator - School's Main Office):
 - 9th Grade - Junior Class Ring Blessing Ceremony and Family Dinner (after the Junior Retreat)
 - 10th grade - Frosh Parent Welcome on 1st Day of School (breakfast/coffee) and Frosh Family Welcome Dinner (after the Frosh Retreat)
 - 11th Grade - Senior Baccalaureate Reception Gift (candy Leis for each graduate) and Senior Class Reception
 - 12th Grade - Sophomore family event (TBD) and Senior Class Activities

Fund Raising Coordinators:

- Athletic Booster Coordinator (Alumni Parents, School)
 - Oversees the provision of concessions and spirit wear for the different sports
 - Keeps, in collaboration with the school's Finance Office, accounts of money raised through concessions and spirit wear sales
 - 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
 - Coordinates personnel and provisions for the Snack Bar for Spring CYO Track meets on Sundays during March and April
- Crab Feed Coordinator (Alumni Parents, School)
 - Works with the Crab Feed Committee and its collaborators to oversee and facilitate that event annually on the third weekend in January
 - Oversees the development of new initiatives within that event

Section 3 - 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 4 – Terms of Office

All officers shall perform duties outlined in these Bylaws 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 5 – 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, except 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 a 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 the 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 on the first day of July and ends on the last day of June.

Article IV - Amendments

These Bylaws may be amended as provided in Sections 2 and 3 of the Amendments in the Constitution.

Article V - Rules of Order

All matters not covered in this Constitution or Bylaws shall be governed by Robert's Rules of Order Revised.