



CONSTITUTION AND BYLAWS

OF

OUR LADY OF GOOD COUNSEL HIGH SCHOOL

PARENTS' ASSOCIATION

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CONSTITUTION AND BYLAWS OF
OUR LADY OF GOOD COUNSEL HIGH SCHOOL
PARENTS' ASSOCIATION

Article I: Name/Address

The name of this organization is Our Lady of Good Counsel High School Parents' Association, herein referred to as "The Parents' Association", which is located at 17301 Old Vic Boulevard, Olney, MD 20832.

Article II: Mission

Under the direction of the school's Principal, The Parents' Association will serve as a liaison between faculty, staff, students, and parents/guardians of the community of Our Lady of Good Counsel High School (OLGCHS). The Parents' Association seeks to provide support to the OLGCHS community at large in a manner that is in keeping with the Xaverian values of simplicity, humility, compassion, zeal, and trust. The Parents' Association seeks to develop between educators and the OLGCHS Community such united efforts that will secure for all children and youth the highest advantages in physical, social, and spiritual education.

Article III: Purpose

The purpose of The Parents' Association is to support the OLGCHS Community through educational events, student events, staff events, financial support, and in any other ways that may be requested by the school's administration that promote the school's strategic and operational goals as well as the Xaverian values that are inherent in the culture at Our Lady of Good Counsel High School.

Article IV: Membership, Dues, and Budget

Section 1. Membership and Dues

- A. Membership of The Parents' Association shall consist of the parents/guardians of all currently enrolled students at Our Lady of Good Counsel High School and shall be dues paying members.
- B. All faculty, staff, and administrators of the school who are not parents/guardians are invited to be non-dues paying and non-voting members.
- C. All dues paying members shall have equal voting privileges.

Section 2. Dues

- A. Membership dues shall be charged annually per enrolled family to be included in the tuition contract for the school year.
- B. The Executive Committee of The Parents' Association shall establish the dues in collaboration with the Principal and the Chief Financial Officer of the school. The amount shall be voted upon and ratified at the November meeting of Executive Committee.

- C. Dues shall cover budgeted items and other specified functions.

Section 3. Budget

- A. A budget of projected annual revenues and expenses shall be developed and approved by the Executive Committee of The Parents' Association and submitted to the Principal and Finance Office of the School for review and approval.

Article V: Officers/Terms and Nominating Committee/Election/Vacancy

Section 1. Officers/Terms

- A. There shall be one President, one Vice President, one Treasurer, and one Secretary of The Parents' Association.
- B. Officers shall be the parent/guardian of a current student at Our Lady of Good Counsel High School.
- C. Officers shall serve for a term of two years.
- D. Officers may not serve for more than two consecutive terms in the same position. Former officers may return to the same position after a year's absence from the Executive Committee or at the Principal's discretion.
- E. If an Officer's student leaves or graduates from Our Lady of Good Counsel High School during that Officer's term, the Officer shall withdraw and the Executive Committee shall appoint a new Officer to serve the remainder of the term.
- F. Staggered terms for the Officers shall be determined by the Executive Committee.

Section 2. Nominating Committee/Election/Vacancy

- A. The Nominating Committee shall consist of: a Chair, the retiring Officer(s), and two other non-Executive Committee members.
- B. The purpose of the Nominating Committee is to nominate candidates for each office to be filled and to present a nominee report at the March meeting of the Executive Committee.
- C. The candidates shall be presented to the general membership at least 7 days prior to the election meeting held pursuant to Article X, section 2.
- D. Officers shall be elected by simple majority vote at the general membership meeting during the Spring Meeting.
- E. If an Officer is unable to fulfill his or her term, the Executive Committee shall appoint his or her successor.

Article VI: Executive Committee

- A. The Executive Committee is the primary decision-making and planning unit of The Parents' Association.
- B. The activities of The Parents' Association shall be carried out by an Executive Committee selected from among the members of The Parents' Association.
- C. The Executive Committee shall consist of the following: the School Principal, the Officers, the Committee Chairs, the Nominating Committee Chair, the Parent Class Representatives, and the Parent Council Representative.
- D. The Executive Committee shall appoint Parent Class Representatives and Committee Chairs.
- E. With the consent of the Executive Committee, Executive Committee members may

continue serving for one year post graduation of their enrolled student in an advisory, non-dues, and non-voting capacity. Such members shall not hold an Officer position.

Article VII: Duties of the Officers, Parent Class Representatives and Committee Chairs

Section 1. The President shall

- A. Support the vision of Our Lady of Good Counsel High School and the purpose of The Parents' Association.
- B. Oversee the various activities and Committees of The Parents' Association.
- C. Establish the dates and times for the Executive Committee meetings and the general membership meetings.
- D. Establish the agenda; conduct and lead the Executive Committee meetings and the general membership meetings.
- E. Maintain communication with the Executive Committee and the general membership; maintain communication with the school through the school's Principal.
- F. Preside at all meetings of the Executive Committee and general membership meetings.

Section 2. The Vice President shall

- A. Aid the President in his/her duties.
- B. Perform the duties of the President when the President is unable to do so.
- C. Preside at all meetings of the Executive Committee and the general membership.
- D. Perform other duties as deemed necessary by the President or the Executive Committee.

Section 3. The Treasurer shall

- A. Be responsible for developing The Parents' Association budget, in collaboration with the Executive Committee, for the upcoming fiscal year and providing the budget to all members of said association.
- B. Keep an accurate account of all receipts (income) and disbursements (expenses) each month in collaboration with the school's Business Office.
- C. Request disbursements as authorized and in accordance with the budget. Any unbudgeted items require authorization by the Executive Committee prior to disbursement
- D. Present a current report on the budget at every Executive Committee Meeting and at other times when requested by the school's President or Principal, or the Executive Committee.
- E. Preside at all meetings of the Executive Committee and the general membership.
- F. Perform other duties as deemed necessary by the President or the Executive Committee.

Section 4. The Secretary shall

- A. Keep attendance at all Executive Committee meetings.
- B. Take notes and write the minutes from all Executive Committee meetings and general membership meetings and correct any errors brought forth in the minutes.
- C. Record any votes taken at such meetings.

- D. Email minutes to the Executive Committee prior to the next meeting.
- E. Preside at all meetings of the Executive Committee and the general membership.
- F. Perform other duties as deemed necessary by the President or the Executive Committee.

Section 5. The Parent Class Representatives shall:

- A. Maintain the class parent social media pages, including but not limited to Facebook.
- B. Abide by the Guidelines for Parents' Association Class Facebook Pages, and/or other social media guidelines developed by Our Lady of Good Counsel High School and/or The Parents' Association.
- C. Report on questions or concerns raised by parents to The Parents' Association.
- D. Attend meetings of the Executive Committee.
- E. Organize community-building activities on behalf of their Class with the consent of the Executive Committee.
- F. Each Parent Class Representative must be the parent/guardian of a student in the class they represent. The Parent Class Representative for an incoming freshman class shall also be the parent/guardian of an older student currently attending, or recently graduated from, Our Lady of Good Counsel High School.
- G. The term of each Parent Class Representative shall be four years, concurrent with the class they represent. If a Parent Class Representative withdraws during his or her term, the Executive Committee shall appoint a new Parent Class Representative to serve out the remainder of the term.

Section 6. The Special Committee Chairs shall:

- A. Present a budget to the Executive Committee for their Special Committee's activities.
- B. Attend meetings of the Executive Committee.
- C. Present an accounting of their Special Committee's activities by the end of the activity or the school year, whichever occurs first.

Article VIII: Finances/Fiscal Year

- A. All funds that are raised through dues and events of The Parents' Association must be placed in an account that is administered by the school's Business Office.
- B. Only one bank account is to be held by The Parents' Association for the sole purpose of receiving and disbursing donations for the school's Christmas Purse.
- C. The Fiscal Year of The Parents' Association shall be the same as the school's fiscal year.

Article IX: Special Committees

- A. The Special Committees of The Parents' Association are the "working arm" of this organization whose members either implement plans, serve as Chairs, or both, of the committees that are created by the Executive Committee. These Special Committees are ad hoc.
- B. The Executive Committee may create or terminate any Special Committee, as needed to implement its annual agenda.
- C. Special Committees of The Parents' Association may include, but are not limited to:

- Representative to the Parents Council of Washington
- Homecoming/Spirit Weeks/SGA
- Admissions
- Volunteer Coordinator
- Post-Prom
- Seniors and Mothers' Mass

- Staff Appreciation
- Used Uniform Sale

Article X: Meetings

Section 1. Executive Committee Meetings

- A. The time, date and location of Executive Committee meetings shall be determined by the President. The President shall provide no less than three (3) days' advance notice to the Executive Committee of any meetings.
- B. The Executive Committee Officers may meet prior to the commencement of the Executive Committee meetings.
- C. A quorum for the Executive Committee shall consist of a simple majority of its members.

Section 2. General Membership Meetings

- A. The frequency of the General Membership Meetings shall be determined by the Executive Committee and may include speakers, general business, and information.
- B. An Election Meeting shall be held during the fourth quarter of the school year, prior to the expiration of the term or terms of an Officer or Officers, to elect new Officer(s) for a term to begin in August of the following year.

Article XI: Amendments

Proposals to amend the bylaws may be presented to the Executive Committee for consideration. These bylaws may be amended at any general membership meeting of The Parents' Association by a two-thirds vote of the voting members present. Notice of any proposed amendments shall be given to the general membership 30 days in advance of the meeting at which the amendment is to be voted upon.

Article XII: Dissolution

In the event of the planned permanent closure or dissolution of Our Lady of Good Counsel High School, the funds and property of The Parents' Association shall be disbursed to Our Lady of Good Counsel High School for disbursal according to the dispersal of the funds and property of Our Lady of Good Counsel High School. The funds and property of The Parents' Association shall not be disbursed to any individual or group of individuals.

FINAL DRAFT FOR SUBMISSION 6/8/2015: Cindy Fullerton

Revised draft for submission 4/06/2022: Ruta Skučas, Class of 2024 Rep & Craig Frick, President