

**St. Mary School
Jackson Street
Fishkill, New York 12524**

Parent Partnership Association

CONSTITUTION

Article I NAME

“St. Mary Parent Partnership Association”

Article II PURPOSE

1. To promote the general and spiritual welfare of the pupils of St. Mary.
2. To encourage closer relationships between the home, school, Church and State.
3. To unite parents and guardians in a closer school and parish spirit, and thus provide a cooperative effort in recognizing and being responsible to the needs of St. Mary School.

Article III MEMBERSHIP ELIGIBILITY

1. Any faculty member of St. Mary School
2. All parents or guardians of a child or children in attendance at St. Mary School.

Article IV OFFICERS

1. Ex-Officio: The Pastor and Principal
2. Elective: President, Vice-President, Treasurer, Corresponding Secretary and Recording Secretary
3. Appointive: Chairperson(s) of committees and Room Parent Coordinators

Article V EXECUTIVE BOARD

The Executive Board shall consist of the Ex-Officios, the five elective officers, and the outgoing president.

Article VI NOMINATIONS – ELECTIONS – APPOINTMENTS – VACANCIES – RESIGNATIONS - ABSENCES

NOMINATIONS

A Nominating Committee shall be appointed by the Executive Board. The Principal shall be Ex-Officio, a member of this committee.

The Nominating Committee shall, at the March meeting, present its recommendations for Officers. Nominations may also be made from the floor. The list of candidates will be published and elections shall take place by secret ballot during the month of April.

ELECTIONS

The President, Vice-President, Treasurer, Corresponding Secretary and Recording Secretary shall be elected annually by secret ballot. Ballots shall be tallied by the Ex-Officios. A majority of votes cast shall decide the election. Election results shall be published immediately following the election.

All Officers may be elected for no more than two consecutive terms. Term of officers is July through June of the following year.

APPOINTMENTS

All committee chairpersons shall be appointed by the President. Any member may be asked to volunteer to serve on committees.

RESIGNATIONS

Any Officer may resign from office at any time. Such resignation shall be made in writing and shall take effect when accepted by the Executive Board.

VACANCIES

In case of extended absence or resignation of an Officer, all officers move up in position. If an Officer chooses to remain in their current position, the Executive Board shall elect a new Officer to fill the remaining vacant term.

ABSENCES

Should a Board Member miss two consecutive meetings without just cause, that member will be asked to tender their resignation.

Article VII COMMITTEES

Committees may be formed and are not limited to the following:

1. Social
2. Hospitality
3. Ovation
4. Enrichment
5. Helping Hands
6. Parish Angels

The Board may establish and appoint committees. The President shall appoint the chairperson of each committee. Each committee so appointed shall have only the powers specifically delegated to them by the Board.

Article VIII MEETINGS

Board meetings will be held monthly throughout the school year. They will be scheduled and approved by the Executive Board prior to the first Board meeting, which will always be in September. The Board meetings will begin at 7:00pm.

General meetings will be held at least three times each school year. General meetings will be scheduled by the Principal.

Special meetings shall be held whenever called by the Executive Board. The Recording Secretary shall give written notice of such Special meetings at least one day prior to the meeting date. Notice of the Special meeting shall indicate the purpose for which it has been called and the person(s) calling the Special meeting.

Written notice of the place, date, and hour of any meeting shall be given to each member by personal delivery (via the weekly envelope) at least one day prior to the meeting date.

Article IX MEMBERSHIP DUES

Dues will be \$25 per family per year, due in September.

BY-LAWS

Article I DUTIES OF THE OFFICERS

The Principal of the School shall have the full responsibility of molding the policy of the school. All matters concerning discipline and deliberations concerning the School rests with the Principal.

At General meetings, the Principal will acquaint the membership with new decisions or proposals in regard to school matters.

The President:

- a. Shall preside at all meetings.
- b. Shall appoint committee chairpersons.

The Vice-President:

- a. Shall have all powers and performance of all duties of President in the absence of the latter.

The Recording Secretary:

- a. Shall keep records of proceedings of Parent Partnership Association meetings and read minutes at meetings.
- b. Shall receive and file reports of committee chairpersons.
- c. Shall notify Board members of meetings not previously scheduled (a minimum of) 24 hours in advance.
- d. Shall publish meeting minutes.
- e. Shall prepare and publish approved agenda 1 week prior to all Board meetings.

The Corresponding Secretary:

- a. Shall conduct correspondence.

The Treasurer:

- a. Shall collect dues and other monies.
- b. Shall deposit all monies in a bank account in the name of the Parent Partnership Association.
- c. Shall pay all approved obligations of the Parent Partnership Association.
- d. Shall keep accurate records of all receipts and disbursements.
- e. Shall present report of financial condition at all meetings.
- f. All checks will be signed by the Treasurer to be countersigned by another Officer.

The President shall preside at all meetings, or in the absence of the President, the Vice-President shall preside. The Recording Secretary shall act as Secretary at all meetings, but in the absence of the Recording Secretary, the Corresponding Secretary shall serve as Secretary for that meeting.

The Executive Board is authorized to select such depositories as it shall deem proper for the funds of the Parent Partnership Association. Two authorized signatures will be required on each check. All current Officers shall be authorized signatures. All bills and expenditures are to be approved at monthly Board meetings. In the event a bill/expenditure must be paid prior to a scheduled meeting, approval must be sought by the Treasurer of at least two Officers prior to paying said bill/expense. All bill/expenses are to have appropriate backup.

Notes, loans, receipts, acceptances, contracts, releases are to be reviewed by the Executive Board prior to any authorized signatory affixing their signature.

Article II DUTIES OF THE EXECUTIVE BOARD

1. The Executive Board will meet on the first Monday of the month as the school calendar permits, except on those months when a General meeting is scheduled. The Board will meet at the discretion of the President and the Prindipal on those months.
2. It shall offer suggestions for any special expenditures or activities for approval by the Board.

Article III STANDING RULES TO GOVERN MEETINGS

1. Call to order.
2. Opening Prayer
3. Minutes of previous meeting read by Recording Secretary and voted on for approval.
4. Correspondence received and sent summarized by the Corresponding Secretary.
5. Treasurer's written report of prior month's income, expenses, bank account balances and current month's projected income and expenses.
6. Review Committee Chairpersons' written reports
7. Old business
8. New business
9. Adjournment with prayer.

Article IV QUORUM

A quorum shall consist of one Ex-Officio and three other Executive Board Members.

Article V AMENDMENTS

All proposed amendments to these by-laws must be submitted in writing to the presiding Officer at any General meeting. The proposed Amendment(s) shall be read to the membership at said meeting by the Secretary or designate and then discussed and voted upon at the same General meeting or at a Special meeting called for said vote. A majority vote of those present in favor shall be necessary for approval.