

**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 with home, school, and church.
3. To unite parents and guardians in a closer school and community spirit, and thus provide a cooperative effort in recognizing and being responsible to the needs of St. Mary School.
4. To coordinate fundraising events to raise sufficient funds to pay the annual assessment and fund social functions.

Article III MEMBERSHIP ELIGIBILITY

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

Article IV OFFICERS

1. Ex-Officio: Principal
2. Elective: President, Vice-President, Treasurer, Corresponding Secretary and Recording Secretary

Article V EXECUTIVE BOARD

The Executive Board shall consist of the Ex-Officio and the five elective officers.

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

NOMINATIONS

Ballots will be sent to all families requesting nominations for each board position in April.

ELECTIONS

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

All Officers may be elected for no more than two consecutive terms. Term of officers is July 1st through June 30th of the following year.

APPOINTMENTS

All committee chairpersons and the Room Parent Coordinators shall be appointed by the President in consultation with the Principal. 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 her/his resignation.

Article VII COMMITTEES

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

1. **Hospitality** – activities include providing food and volunteers for events such as the New Family Welcome, Catholic Schools week events, Teacher Appreciation Day, etc. and providing advice for other school events
2. **Ovation** – activities include supporting the school’s music and arts programs
3. **Enrichment** – activities include providing educational enrichment such as Career Day talks, science and history activities, meet the author, after-school educational clubs and may also include educational events for parents; all activities require approval of the principal
4. **Helping Hands** – activities include helping new families integrate into the school, providing support for school charitable campaigns when needed, coordinating Mass cards, get well cards, etc. for school families; publishing the annual directory.
5. **Room Parent Coordinators** – responsibilities include acting as liaison between the parent organization and the room parents for each grade, assisting room parents with guidelines for monetary collections, bake sales, snacks for field day, and ‘cake events’ (K, DARE, & 8th graduations and 1st Communion reception)
6. **Event Binder Coordinator** – responsibilities include reviewing and storing a folder for each event generated by the event chairperson; ensure the folder contains the pertinent information for the event including profits, expenses, vendor information, key dates, advice / changes for future, etc.
7. **Publicity Coordinator** – responsibilities include promoting the good news of St. Mary School through print and social media in coordination with the Principal
8. **Uniform Exchange (Boys and Girls)** – responsibilities include storing donated uniforms throughout the year and hosting a uniform exchange in the fall and spring

The Board may establish and appoint committees in consultation with the Principal. 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.

Article IX MEMBERSHIP DUES

Annual dues for the following school year will be set by the Board with approval from the Principal each year in January. All St. Mary families will be expected to pay their dues 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 rest with the Principal.

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

The President:

- a. Shall preside at all meetings.
- b. Shall appoint committee chairpersons.
- c. Shall have an annual review of the profits and attendance for all social and fundraising events by April and propose a calendar of events for the following school year.

The Vice-President:

- a. Shall have all powers and performance of all duties of President in the absence of the latter.
- b. Shall act as the Social Committee Chairperson to provide support and direction to social event chairs.
- c. Shall review timelines set by event chairs to help ensure key dates (including advertising in bulletin, emails, home folder) have been set.

The Recording Secretary:

- a. Shall prepare and publish approved agenda 1 week prior to all Board meetings.
- b. Shall keep records of proceedings of Parent Partnership Association meetings.
- c. Shall have minutes approved by the Principal and President and published to the families (via website, email or home folder).
- d. Shall notify Board members of meetings not previously scheduled (a minimum of) 24 hours in advance.

The Corresponding Secretary:

- a. Shall conduct correspondence.
- b. Shall keep an email distribution list and send out periodic emails informing and reminding families of upcoming events.
- c. Shall update the website with agenda, minutes, financial reports and other items as needed.
- d. Shall act as Volunteer Coordinator to assist event chairs and committee heads in securing sufficient volunteers for their events and to help interested families find an area they can help with.

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 prepare and present report of financial condition at all meetings.

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. One authorized signature will be required on each check. The Treasurer and the President shall be authorized signatures. All bills and expenditures are to be reviewed at monthly Board meetings. In the event an unexpected bill/expenditure must be paid prior to a scheduled meeting, approval must be sought by the Treasurer of at least one Officer 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 monthly.
2. It shall approve any PPA expenditures and activities.
3. It shall publish an annual school directory.
4. It shall set a fundraising calendar and dues with the expectation of raising sufficient funds to pay the annual assessment and for any planned social activities.
5. It shall set a calendar of social events to help encourage school spirit.
6. It shall assist in school activities such as the New Family Welcome, Catholic Schools Week, Teacher Appreciation, etc. as needed.
7. It shall sponsor two annual awards for graduating students (one boy and one girl).
8. It shall review the constitution annually to determine if updates are required.

Article III STANDING RULES TO GOVERN MEETINGS

1. Call to order
2. Opening Prayer
3. President's report
4. Principal's report
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' reports and old business
7. New business
8. Open Discussion
9. Adjournment with prayer

Article IV QUORUM

A quorum shall consist of the 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.