

**BYLAWS
of the
ARCHBISHOP SPALDING PARENTS ASSOCIATION**

NAME AND PURPOSE

The name of the organization shall be the Archbishop Spalding High School Parents Association (hereinafter called "The Association").

The purpose of The Association is to promote the partnership between the parents and Archbishop Spalding High School, acting as a forum for communication, school spirit, and community awareness. The Association does not participate in School policy-making. The following Bylaws were revised and approved in 2004.

ARTICLE I – MEMBERSHIP

The membership of The Association shall include any parents or legal guardians of a student attending Archbishop Spalding High School.

ARTICLE II – POWERS AND DUTIES

Section A. Powers and Duties of the Executive Board

1. All administrative powers shall be vested in an Executive Board (hereinafter called "The Board"). The members of The Board shall consist of Officers (President, Vice President, Secretary and Treasurer), Chairperson(s) of such Standing Committees as are deemed necessary, and Parent Class Representatives.
2. When vacancies occur on The Board, successors to complete the term shall be appointed by the President with the approval of The Board except that the Vice President will automatically fill any vacancy in the office of the President.
3. It shall be the duty of The Board to recommend policies and procedures to The Association, and to interpret and enforce the Bylaws of The Association.
4. The Board shall coordinate and present its recommendations to the appropriate school representative(s) concerning matters of interest to The Association.
5. The Board shall prepare an annual budget for the Association and submit the same for approval by the President of the School.

6. The Board shall have the power to approve or authorize use of The Association's name by individuals or others for fundraising promotion, publicity, or other purposes. The Association name shall not be used without Board approval.
7. The term of office for the officers, chairpersons and representatives shall be from the first of July through the thirtieth of June, a period of one year.
8. All action taken by The Board, with the exception of amending these Bylaws, shall be decided by a majority vote. Amendments to these Bylaws require approval of two-thirds of the General Membership in attendance as discussed further in Article V.

Section B. Powers and Duties of Officers

1. The Officers of The Association shall be a President, Vice President, Secretary, and Treasurer.
2. The powers and duties of the President shall be as follows:
 - a. To act as the spokesperson for The Association.
 - b. To preside over all meetings.
 - c. To supervise the functions of other officers.
 - d. To coordinate the content of the agenda of each meeting.
 - e. To maintain communication with, and report to, the Administration.
 - f. To serve as an ex-officio member of the Archbishop Spalding School Board.
 - g. To call special meetings of The Association as required.
 - h. To call Board meetings as needed.
 - i. To appoint special committees.
 - j. To serve as an ex-officio member of all standing committees except the Nominating Committee.
3. The powers and duties of the Vice President shall be as follows:
 - a. To assist the President.
 - b. To assume any or all the responsibilities of the President in the event the President is unable to do so.
 - c. To undertake other such duties as are assigned by the President.
 - d. In the event of a vacancy occurring in the office of the President, the Vice President shall automatically become the President of The Association.

4. The powers and duties of the Secretary shall be as follows:
 - a. To record and distribute minutes of all meetings.
 - b. To keep files of Association reports.
 - c. To handle correspondence for The Board.
 - d. To maintain a current list of Association members.
 - e. To undertake such other duties as are assigned by the President.

5. The powers and duties of the Treasurer shall be as follows:
 - a. To keep an exact account of all receipts and expenditures of monies.
 - b. To assure that all purchase orders are signed by the Treasurer.
 - c. To give an accurate and current Treasurer's Report at each Association meeting.
 - d. To develop an annual budget in conjunction with Board members, to be presented at the first Association meeting of the school year.
 - e. To act as a liaison with the Director of Finance.
 - f. To undertake other such fiscal duties as are necessary to fulfill the Treasurer's responsibilities or as assigned by the President.

6. Additional Powers and Duties:
 - a. The Officers act on behalf of The Board to address specific issues that require attention between Association meetings.
 - b. The Officers shall create Standing Committees and appoint Committee Chairpersons of such committees, with the exception of the Nominating Committee.
 - c. The President will call meetings of The Board or of the Officers when it is deemed necessary. Two other Officers may also request a meeting.

Section C. Selection, Powers and Duties of Standing Committees

1. As indicated in Article II, Section A.1, Standing Committees shall be established to serve specific functions of The Association. The Officers shall create Standing Committees and the Chairperson of each shall serve on The Board.

2. The Standing Committees shall present a plan of action, work within the limitations of their budgets, and report to The Board on a periodic and timely basis.

Section D. Selection, Powers and Duties of Parent Class Representatives

1. Two parent Representatives from each class shall be appointed by the Executive Board at the first Association meeting of the school year.
2. A minimum of three Parent Class Representatives shall serve as members of the Nominating Committee, which shall convene in January as stated in Article IV, Section A.2. Every effort shall be made to include a Parent Representative from the freshman, sophomore and junior classes on the Committee.
3. The Parent Class Representatives shall serve in a capacity to be determined by the needs of The Board.

Section E. Reserved Powers

Notwithstanding any other provision of these Bylaws, any public, quasi-public (e.g. invitation-only events) or in-school activity proposed to be conducted by or on behalf of the Association including without limitation fundraising and community-based activities, shall be subject to prior authorization of the President or Principal of the School, as shall any use by the Association of the School's name. Moreover, the Board shall submit copies of minutes of meetings of the Board and the General Membership to the President and Principal of the School.

ARTICLE III – MEETING

Section A. Meeting of the General Membership

Every meeting of The Association shall be open to the full membership. The President shall call and hold monthly meetings of The Association and additional meetings as the need arises.

Section B. Quorum Requirements

A quorum for a meeting of The Association shall consist of those present.

ARTICLE IV – SELECTION OF OFFICERS

Section A. Nominating Committee

1. The Nominating Committee shall be responsible for recommending a slate of officers for President, Vice President, Secretary and Treasurer.
2. The Committee shall consist of a minimum of three Parent Class Representatives as stated in Article II, Section D.2. The Committee shall convene in January and select its own chair.

3. In seeking candidates, The Nominating Committee shall try to include members with ongoing leadership experience as well as new members.
4. The Nominating Committee shall be responsible for conducting the election process.

Section B. Nomination Process

1. The Nominating Committee shall recognize and seek qualified nominees from the General Membership by Notice in the February and March Cavalier newsletters and on the web site.
2. Only those individuals who are or will be current members of the Parent Association and who have signified their consent to serve if elected shall be nominated for such office. A member of the Nominating Committee may be nominated for office, at which time he or she shall resign from the Nominating Committee.
3. The slate shall be presented to The Board for preliminary approval at the April meeting of The Association. At the April meeting, the Chairperson of the Nominating Committee shall call for further nominations from the floor. Nominations shall then be officially closed and may not be reopened.
4. A Notice of the approved slate shall be forwarded to the General Membership within three business days after the April meeting. The Notice shall set forth the exact date, time and location of the election.
5. The Notice shall list the candidates in alphabetical order under the office for which they are running. A brief biography shall be included for each candidate.

Section C. Election

1. The election of officers shall take place by written ballot at the May meeting of The Association. Each family shall have one vote.
2. At the May meeting, The Nominating Committee shall verify that only one member per family receives a ballot.
3. Ballots shall be counted immediately following the election and in the presence of the members.
4. The chairperson of the Nominating Committee shall announce the tally results for each office.

ARTICLE V – AMENDMENTS

A Bylaws Committee shall be appointed by the President, as needed, to recommend changes to the Bylaws. The Bylaws may be amended or repealed by a vote of two-thirds of the General Membership attending a meeting held in accordance with Article III, provided that the amendment has been submitted in writing at the previous regular meeting. Notice that a vote to amend the bylaws shall take place at an Association meeting shall be placed in the previous month's Cavalier newsletter.