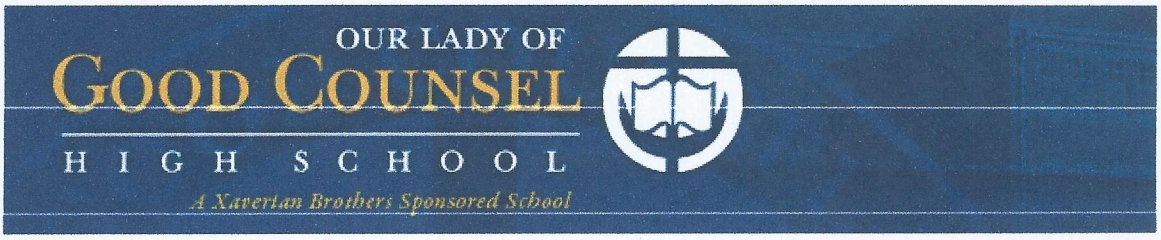

CONSTITUTION AND BYLAWS

OF

OUR LADY OF GOOD COUNSEL HIGH SCHOOL

PARENTS' ASSOCIATION

Written and Adopted: May 2015

Approved: 6/26/2015

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240-283-3200

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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 general public 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/custodians of all currently enrolled students at Our Lady of Good Counsel High School and shall be dues paying members.
B. All faculty, staff, and administration of the school who are not parents or guardians are invited to be non-dues paying and non-voting members.
C. All dues paying members shall have equal voting privileges.

Article IV (continued)

Section 2. Dues

A. Membership dues shall be charged per enrolled family, annually, 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 serve for a term of two years.
C. Officers may not serve for more than two consecutive terms in the same position. Former officers may return after a year's absence from the Executive Committee or at the Principal's discretion.
D. 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 a member for each office to be filled and to present a nominee report at the March meeting of the Executive Committee.
C. The nominees shall be presented to the general membership at least 7 days prior to the election meeting held in April.
D. Officers shall be elected by simple majority vote at the general membership meeting in April.
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.

Article VI (continued)

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 Officers, the School Principal, the Committee Chairs, the Nominating Committee Chair, the Parent Class Representatives, and the Parent Council Representatives.
D. Executive Committee members have the option to continue serving for one year post graduation of their enrolled student in an advisory, non-dues, and non-voting capacity.

Article VII: Duties of the Officers

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.

Article VII (continued)

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.

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. The Executive Committee can create any Special Committee needed to implement its annual agenda.
B. Special Committees of The Parents' Association include, but are not limited to:
    - Father-Daughter Event
    - Homecoming
    - Open House
    - Parent Class Representatives
    - Post-Prom
    - Seniors and Mothers' Mass
    - Staff Appreciation
    - Uniform Exchange
    - Winter Formal

Article X: Meetings

Section 1. Executive Committee Meetings

A. Executive Committee meetings shall be determined by the President.
B. A planning meeting of the Executive Committee Officers (as defined in Article V, Section 1.A.) will take place 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 in April when a term or terms of an Officer or Officers has expired, to elect new Officer(s) for a term to begin in August of the following year.

Article XI: Amendments

Proposals to amend the bylaws can 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.

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