



ACADEMY OF OUR LADY OF MOUNT CARMEL

By-Laws of the Parents' Guild of the Academy of Our Lady of Mount Carmel

ARTICLE I – NAME

The name of this organization shall be The Parents' Guild of the Academy of Our Lady of Mount Carmel.

ARTICLE II – OBJECTIVES

-To raise money to subsidize the cost of educating our students that is not covered by tuition.

-To raise money for the building / grounds / classroom enhancements / equipment / fixtures.

-To raise money for charitable organizations as determined by the Parents' Guild.

-To promote community for parents and/or families to participate and celebrate the Academy.

ARTICLE III – POLICY

-This organization shall be non-profit.

-Neither the name of the organization, nor its officers, nor the names of its members and children, nor any of its data shall be used for other than the activities of the organization.

-There shall be no soliciting by any member of the organization for their own personal gain or for the gain of any other organization or business.

ARTICLE IV – MEMBERSHIP/DUES

-All parents and legal guardians of pupils attending the Academy of Our Lady of Mount Carmel shall be members.

-Relatives of pupils attending the Academy of Our Lady of Mount Carmel may become Honorary Members of the Parents' Guild. This category of membership carries no voting privileges.

-Annual dues will be included with the pupil's registration fee.

-A member-in-good-standing for the purposes of voting eligibility must be paid in full for that year (tuition and membership fee).

ARTICLE V – FUNCTIONS

-All purposed functions of the organization require the approval of the Principal of the Academy of Our Lady of Mount Carmel.

-All major fund-raising events shall generate a post-event accounting that shall be presented to the Parents' Guild at the next succeeding Parents' Guild meeting upon request.

ARTICLE VI – OFFICERS, EXECUTIVE BOARD, and BOARD of TRUSTEES

The following officers of the organization shall constitute the Executive Board:

Presidents

-There will be two (2) Co-Presidents.

-At least one President shall preside over all meetings (general, board, executive).

- Presidents shall be Ex-officio members of all committees (except the nominating committee).
- With the advice and approval of the Principal, Presidents shall appoint all committee chairpersons.
- With the approval of the Board, Presidents shall choose the charitable organization(s) that will be selected for the year.

Vice Presidents

- There will be two (2) Vice Presidents.
- Shall assume the duties of the Presidents in their absence.
- Shall oversee financial committees and functions, including Attendance, Charity, Budget and Finance.
- Shall assume responsibility for major fundraising, and will assist the Presidents in running the organization.

Treasurer

- There will be one (1) Treasurer.
- The Treasurer shall maintain the organization's general bank account.
- The Treasurer is responsible for the presentation of approved receipt/bills for reimbursement, or approved expenditures.
- The Treasurer will submit a report of accounts at each general and board meeting, outlining receipts and expenditures.
- Will submit a financial report at the request of the Principal, or the Co- Presidents.

Recording Secretaries

- There will be two (2) Recording Secretaries.

- At least one Recording Secretary shall be present at all meetings.
- The Recording Secretary shall provide and make available copies of the minutes to members of the school community.
- The Recording Secretary shall call the roll and record the proceedings.

Corresponding Secretary

- There will be one (1) Corresponding Secretary.
- The Corresponding Secretary is responsible for notifying members of all meetings.
- The Corresponding secretary handles all official correspondence of the organization with the supervision of the Co-Presidents.
- The Corresponding Secretary shall maintain a membership list of the organization and its members.

The Executive Board

Shall be comprised of the Co-Presidents, the Vice Presidents, the Treasurer, the Corresponding Secretary, and the Recording Secretaries.

Board of Trustees

The Board of Trustees shall consist of the Executive Board, the Parish Pastor, the Principal, the last past-president(s), and no less than twelve (12) appointed representatives of the organization.

The Board of Trustees shall plan and follow a schedule of events for the year to build the Parish community, and actively fund-raise for the benefit of the Academy, the Parents' Guild organization and its programs.

The Executive Board and the Board of Trustees shall serve for a term of two years; but may be nominated to serve another two year term. The Officer or member shall not serve more than two consecutive terms.

In the first year of service, a Board Member shall be required to serve on a committee. After the first year, a Board Member is required to chair or co-chair a committee/event.

ARTICLE VII – NOMINATIONS / ELECTIONS

Before April 1st, the Co-Presidents shall appoint a nominating committee, which shall consist of a Nominating Chairperson who is the Immediate-Past President, six Board members, the Parish Pastor, and the Academy's Principal. Voting shall take place at the annual meeting. The nominees to the Nominating Committee must be members in good standing, and have served on a committee within the previous two years. The six nominees with the highest vote totals will form part of the Nominating Committee and the next two shall be alternates. The Nominating Chairperson shall serve in an advisory capacity, with no vote, except in case of a tie.

Said Nominating Committee shall present a slate of candidates at the May general meeting. Nominations from the floor will be accepted at the meeting as well.

Elections shall take place at the last meeting before the end of the school year (by secret ballot), with installation of officers immediately following said election.

Absentee balloting will not be permitted.

Only members in good standing are eligible to vote in an Election.

After the officers are installed, the Executive Board shall elect its new Board of Trustees.

In the event any Board member or Officer leaves his/her position during the term, the Executive Board shall select an interim person to complete said term.

ARTICLE VIII - STANDING COMMITTEES

Attendance: Shall sign in all members and guests at general meetings, report the attendance figures, maintain the attendance record for voting purposes.

Budget & Finance: Shall conduct internal and external audits periodically and shall meet with the outgoing President and Treasurer and the incoming Co-Presidents and Treasurer to prepare the budget for the coming year.

Bylaws: Shall prepare By-Law amendments received in writing from the membership; and advise on By-Law issues at meetings.

Charity: Shall run the charity events and raffles.

Community: Shall make recommendations to the board on community events.

Building and Grounds: Shall make recommendations to the Board on buildings and grounds improvements.

ARTICLE IX - SPECIAL COMMITTEES

Shall be appointed, as the need arises, by the Co-Presidents.

ARTICLE X – MEETINGS

-General meetings shall be held no less than three (3) times per year between September and June.

-Executive Board Meetings shall be held monthly from September through June.

-Board of Trustees meetings shall be held no less than you (4) times per calendar year.

ARTICLE XI - ORDER OF BUSINESS

- 1) One President calls the meeting to order.
- 2) One secretary reads the minutes from the last meeting, unless there is a motion from the floor to dispense with its reading.
- 3) Corresponding Secretary reads communications.
- 4) Treasurer presents finance report.
- 5) Fundraising report.
- 6) Community building report.
- 7) Presidents' report.

- 8) Unfinished business.
- 9) New business.
- 10) Adjournment.

ARTICLE XII – RATIFICATION

QUORUM: In a General membership meeting 10% plus 5 members of the general membership shall be considered a quorum for the purposes of calling a meeting to order. The Board of Trustees needs 12 members present for a Board meeting quorum. A Board member may also attend this meeting by phone in conference call.

APPROVED EXPENSES: The Treasurer and one Co-President shall approve the disbursement of funds through the Academy principal in accordance with all expenditures approved in the annual budget. Any additional expense over \$1,000.00 requires Board of Trustees approval.

AMENDMENT TO BY-LAWS: These By-Laws can be amended by a 2/3 rds. affirmative vote of the members present at a general meeting, so long as a quorum is present, and every member in good-standing has received reasonable written notice, a minimum of twenty days prior to the general meeting, as well as a copy of the proposed amendment, prior to the general meeting at which the By-Laws will be amended.

END OF BY-LAWS