



Constitution
Archbishop Shaw
High School
Parent Association

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Article I

Nature and Purpose of the Organization

- SECTION 1 The official name of this organization shall be the ARCHBISHOP SHAW PARENT ASSOCIATION. This name is to be used in all business transacted for, in the name of, and by the organization.
- SECTION 2 The general objective of this organization shall be to promote and further the welfare of youth in the home, in the school, in the church, and in the community. Its specific object is to effect a closer relation and cooperation between home and school, between parents and teachers, in the education of the boys of Archbishop Shaw High School. The organization therefore, will be concerned with all that may directly or indirectly aid and abet the student and faculty of Archbishop Shaw High School.
- SECTION 3 The Archbishop Shaw Parent Association enjoys affiliation with the Council of Catholic School's Cooperative Clubs.
- SECTION 4 The Government of this organization shall be based upon the Roberts Rules of Order Revised.

Article II

Policies

- SECTION 1 The general policy of this organization shall be non-partisan. Hence, the name of the organization, the names of its officers in their official capacities, or the prestige of the general membership shall in no way be used in connection with, or in support of any partisan interest, or outside the scope of the activities of the organization.
- SECTION 2 Regarding the operation and administration of Archbishop Shaw High School, the policy of this organization will be one of full submission to and cooperation with the established authorities. It shall, therefore, refrain from bringing influence to bear upon the technical direction of the school or upon school policies.
- SECTION 3 All activities of this organization shall be dictated by the best interests of the Archbishop Shaw Family as interpreted in the Directives of the Director/Principal or his representative.

Article III Membership

- SECTION 1 All parents or guardians of students of Archbishop Shaw High School are eligible for membership in the Archbishop Shaw Parent Association.
- SECTION 2 Active Members of this organization are all eligible members who have remitted dues of \$5.00 per annum (these dues are included in the Registration Fee for students at Archbishop Shaw).

Article IV Officers and Elections

- SECTION 1 The officers of this organization shall be:
- President
 - Vice-President
 - Vice President of Fundraising
 - Secretary
 - Treasurer
 - Registrar
 - Vice President of Volunteers
- SECTION 2 These Officers shall be elected for a term of one (1) year. They may not succeed themselves consecutively in the same office more than once (1).
- SECTION 3 Only members who, during the incoming term of office, will have a son or a ward attending Archbishop Shaw may be candidates for any office. ~~(Because of the transition period we are in, an exception will be made for the 1995-1996 school year.)~~
- SECTION 4 A nominating committee, composed of at least six (6) members, may be selected by the Executive Board, and with the assistance of the Director/Principal may select a slate of candidates for presentation to the General Assembly as nominees for the several offices.
- SECTION 5 Additional nominations for each office, from that of President down, may also be made in writing or verbally from the floor of the General Assembly. All nominees shall thereafter be presented to the General Assembly as candidates for the respective offices. The consent of the nominees must be secured before his/her name is placed in candidacy.

- SECTION 6 Prior to opening of nominations the President shall appoint two (2) tellers from among the members. They shall ascertain and record the correct list of candidates for each office.
- SECTION 7 Elections shall be held at the regular meeting in April, and the new officers shall be officially installed at a call meeting in May, subsequent thereto.
- SECTION 8 Voting may be by secret ballot, by standing, or by raising of hands. Should a tie occur between two (2) of the candidates for an office, a run-off shall be held by secret ballot. In all elections a plurality will determine the candidate elected
- SECTION 9 Candidates for office shall be requested to leave the meeting room during the time their names are in ballot.
- SECTION 10 Nominations and elections will be held at the specified time with the acceptance of quorum present.
- SECTION 11 Should any vacancy occur in any office before the expiration of the term, replacements will be appointed by the President after consulting with the Principal.. Should the office of President become vacant, the Vice-President shall succeed to the office of President. The term of all such replacements shall be merely the completion of the term of the officer replaced.

Article V

Duties of Officers

- SECTION 1 The President shall preside at all meetings; he/she shall call all special meetings, be a member ex-officio of all committees; countersign the minutes of all meetings and all official documents of the organization; and perform all such duties as pertaining to the office of President.
- SECTION 2 The Vice-President Elect shall be considered in training for the office of President for the following year. The Vice-President Elect shall act as an aide to the President. The Vice-President Elect replaces the President in his/her absence. Should the President resign, the Vice-President Elect automatically assumes the office of the President. As the office of the Vice-President Elect is a term that requires a two year commitment, only a ninth (9th), or tenth (10th) grade parent/guardian may be voted in this position. It shall also be the duty of Vice-President Elect to act as Parliamentarian to assure proper Parliamentary procedure in all meetings.
- SECTION 3 The Vice-President of Fundraising will be responsible for the coordination of all fundraising activities of the Parent Association. It will be the duty of the Vice-President of Fundraising to appoint a Chairman for each Fund-raiser, ensure that each chairman establishes a committee for their specific fundraiser, and ensure that proper and accurate records are kept of all monies raised. The Vice President of Fundraising will

develop opportunities throughout the year to implement and advertise at the General Meetings. The Vice President of Fundraising will maintain a total of funds earned through various fundraising efforts and report the total at the General Meeting on a monthly basis.

SECTION 4 The Vice-President of Volunteers is responsible for the recruitment and coordination of volunteers. The Vice-President of Volunteers will develop and maintain a volunteer recruitment form and establish a volunteer committee. Within this committee will be a telephone committee to contact volunteers. Whenever volunteers are needed by the school or its' organizations, the requesting person will contact only the Vice-President of Volunteers, who will then fulfill their request. The Vice President of Volunteers will keep track of parent volunteer hours and report the total number of hours to the school for publishing in the student's on-line account so that the parent can be informed of his progress toward eligibility for scholarship drawings.

SECTION 5 The Secretary is responsible for keeping a true and correct record of all proceedings of the organization as reported at meetings, both regular and special, and shall write them promptly in a book provided for this purpose, which book he/she shall turn over to his/her successor when relinquishing his/her office. All regular minutes shall be read before and approved as read or with amendments by the General assembly, after which they shall be signed by the Secretary and countersigned by the President and the Principal. The Secretary shall also take care of all correspondence and official notifications sent to the membership.

SECTION 6 The Treasurer shall receive and keep an accurate record of all monies, receipts, and expenditures of the organization in a book provided for this purpose, which book he/she shall turn over to his/her successor when relinquishing his/her office. The Treasurer is responsible for preparing an annual budget for the Association for review and approval at the beginning of the school year. At each meeting, the Treasurer shall present a financial statement of the funds handled since the last meeting. Such statement shall be signed by the Treasurer and countersigned by the President and Principal, after approval by the General Assembly.

SECTION 7 The Registrar shall maintain membership and attendance records which will be countersigned by the Secretary after each meeting.

SECTION 8 Member at Large – There will be ten (10) members at large, 2 each representing one grade level. Members at Large represent the membership in all deliberations of the Board. They translate to the Board the opinions and feelings of their respective constituents. Members at Large have a responsibility for building an understanding of the Parent Association among all people concerned with the school Members at Large may serve on committees and may serve as Chairman or Vice-Chairman of Committees.

Article VI

General Membership Meetings

- SECTION 1 Regular Meetings shall be held at a specific time on the assigned dates selected by the Board during the summer meetings with the Principal or his assigned representative.
- SECTION 2 Special Meetings may be called by the President when the occasion demands.
- SECTION 3 Three (3) Officers and twenty-five (25) members shall constitute a quorum.
- SECTION 4 The order of business at Meetings shall be the following:
- Call to Order by the President
 - Opening Prayer by the Director/Principal or the one he may designate
 - Reading of Minutes by the Secretary
 - Amendments and/or approval of Minutes
 - Report of the Treasurer
 - Report of Committees
 - Unfinished Business
 - New Business
 - Communications
 - Adjournment
 - Closing Prayer

Article VII

Committees

- SECTION 1 The activities of this organization shall be generally accomplished through the operation of committees. Such committees shall function under an elected chairperson.
- SECTION 2 Committees shall be of two (2) categories:
- Standing
 - Special
- SECTION 3 Standing Committees shall be:
- Hospitality
 - The Hospitality Committee shall secure, prepare, store, and dispense all refreshments and/or food stuffs required for the organizations activities.

SECTION 4 Special Committees shall be appointed for Particular needs to accomplish the business, to carry out its objectives and purposes, and to further the interests and endeavors of this organization.

Article VII Executive Board

SECTION 1 The Executive Board shall consist of the Officers, the immediate past President (only if the immediate past President still has a son actively enrolled in the school), and the Director/Principal.

SECTION 2 This body shall have the right to act in the name of the organization and to make decisions for and on its behalf.

SECTION 3 The Executive Board shall convene regularly to plan and act upon such matter requiring attention and to plan the business and agenda of the regular meetings of the organization.

SECTION 4 The Executive Board is responsible to the General Membership for its decisions and its actions in special meetings, of which the President shall make a full and accurate report in the next regular meeting of the organization.

Article IX Fiscal Year

SECTION 1 The fiscal year of this organization shall run from July 1 to Jun 30

Article X Amendments

SECTION 1 Request for amendment or revision to any section of the present Constitution shall be made in writing and addressed to the President.

SECTION 2 A. The request for amendment shall be read to the members by the President at the next regular meeting, but no action shall be taken thereon until the following meeting
B. Previous to the following meeting, the President shall instruct the Secretary to notify the General Membership of the action to be taken, so as to assure the largest possible attendance at the meeting.

- C. The request shall be reread at the following meeting, then discussed, and voted upon. A favorable vote of two-thirds ($\frac{2}{3}$) of the quorum present shall be required for the amendment to be carried.

SECTION 3 Upon approval by the membership, the amendment shall be incorporated into the Constitution

Article XI

The Constitution as an Instrument of Operation

SECTION 1 Any member may call for the reading of any article or section of this Constitution at any time he/she deems it necessary.

Publication & Revisions

First Publication	11 October 1995
Revised	8 November 1995
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