

**ARCHDIOCESE OF PORTLAND
IN
OREGON**



Cathedral School

**Parents Association
Constitution and Bylaws
Archdiocese of Portland**

**Approved
February 15, 2018**

CONSTITUTION

Cathedral School Parents Association

ARTICLE I

TITLE

The name of this body shall be Cathedral School Parents Association hereinafter referred to as Parent Association.

ARTICLE II

NATURE AND FUNCTION

The purpose of the Parent Association shall be to support Cathedral School. The Parent Association is accountable to the principal who must approve all officers, the adoption of all resolutions, and any amendments to this constitution and/or bylaws. In fulfilling its purpose the Association will have the following objectives:

- To work in conjunction with the Cathedral school advisory council to broaden understanding and foster appreciation of Catholic education;
- To assist in the operation of the school as needed through volunteer activities;
- To raise the appropriate funds for the support and benefit of the school.
- To develop within a Christian community, positive relations among parents, students school faculty and the parish;
- To enable the entire school and parish community to achieve its stated mission and goals within the school's philosophy.

ARTICLE III

MEMBERSHIP OF THE ASSOCIATION

Section 1. Number and composition

- a) All parents or guardians of students enrolled in, Cathedral School shall be members of the Parent Association;
- b) Said Association acts as an adjunct of the school, not to be confused with the Cathedral school advisory council. The Association has no governing and/or regulatory power.

ARTICLE IV

OFFICERS

Section 1. *Organization*

There shall be an Executive Committee who shall be responsible for the operation and management of the Association. It shall have full authority to commit the Association to action in consonance with resolutions adopted at meetings of the Association. The Executive Committee shall consist of the elected officers, school principal and the chairpersons of the standing committees.

Section 2. *Tenure of Office*

Ordinarily the secretary and treasurer shall serve one term of two years. The vice-president shall serve as president year two, thus completing a two-year term.

Section 3. *Nomination and Elections, Vacancies, Removal*

The Officers of the Parent Association shall seek out and prepare a slate of prospective nominees for vacant positions.

a. Eligibility:

The Nominee:

- i) Has met all financial obligations of the school;
- ii) Has shown interest in the activities of the school/parish;
- iii) Has been cooperative with the school administration, staff, and other parents;
- iv) Is supportive of and represents the Catholic identity of the school;

b. Nominations:

- i) Nominations for new Officers of the Association who meet the eligibility criteria shall take place at the April meeting of the Executive Committee;
- ii) Any member of the Executive Committee may make nominations. No person shall be nominated without first receiving their permission;
- iii) Members of the Association may suggest names to a member of the Executive Committee;
- iv) A member may nominate him/herself.

c. Elections:

- i) A slate of approved candidates for each office will be presented at the spring executive committee meeting for final approval.

d. Term:

Newly elected officers of the Parent Association shall serve one term of two years taking office July 1st. Retiring officers shall leave office on June 30th.

- e. Removal of Officers:
An Officer may be removed:
 - i) By the Executive Committee, with or without cause with the approval of the principal;
 - ii) For missing two consecutive meetings of the Executive Committee without being excused by the president;
 - iii) For not meeting the financial obligations of the school;
 - iv) For being uncooperative with the principal and/or pastor;
 - v) For being disruptive and/or disrespectful during meetings of the Executive Committee and/or open meetings of the Parent Association;
- f. The Parent Association President will be an ex officio but voting member of the Advisory Council for the term of one year.
- g. If an Officer resigns or is removed, the unexpired terms of the Parent Association Officer shall be filled through appointment by the Executive Committee with the approval of the principal.

Section 4. *Duties of the Officers*

- a. The president shall be responsible for scheduling and conducting meetings of the Association and the Executive Committee in collaboration with the principal.
- b. The vice-president shall perform the duties of the president when s/he is absent or unable to act.
- c. The secretary shall maintain a written record of all acts of the Parent Association; conduct, receive and dispose of all correspondence as directed; and preserve all reports and documents committed to his/her care in the school archives.
- d. The treasurer shall account for the expenses of the Parent Association in collaboration with the principal. The parish business manager and principal, following the guidelines described in the Parish Administrative Manual and the “Church and School Related Organizations: Controls, Accounting, Reporting and Related Policies” document, shall account for all Parent Association funds, and will provide monthly reports to the treasure.
- e. The Parent Association President shall represent the Parent Association on the Cathedral School Advisory Council. The Parent Association President will be an ex officio but voting member of the Advisory Council for the term of one year.

ARTICLE V

MEETINGS

Section 1. *Regular and Special Meetings*

- a) The Executive Committee shall meet 4 times throughout the school year at a date and time determined by them and in collaboration with the principal. At least three meetings per year will be held for the entire Parent Association body.
- b) The president may call special meetings as needed of the Parent Association with the approval of the principal.

Section 2. *Open Meetings*

- a) Meetings of the Executive Committee or a portion thereof may be open to all members of the Parent Association at the discretion of the president.
- b) At least three meetings per year (fall/winter/spring) shall be open to all members of the Parent Association.

Section 3. *Archives*

Minutes of both the Executive Committee and meetings of the Parent Association, maintained by the secretary, shall be preserved in the archives in the school office.

Section 4. *Rules of Procedure*

The Parent Association may fix its own rules of procedure, but in the absence of such rules, Robert's Rules of Order shall apply.

ARTICLE VI

COMMITTEES

Section 1. *Standing Committees*

- a) The standing committees of the Parent Association shall be: Special Events, Staff Hospitality, Volunteer Coordinator and New Family Liaison.
- b) The Parent Association may, by resolution, provide for such other committees, as it deems advisable and may discontinue the same at its pleasure.

Section 2. *Temporary Committees*

- a. The Parent Association may, by resolution, provide for such special committees as it deems advisable and may discontinue the same at its

pleasure and, in any event, will be considered dismissed with thanks at the completion of its task .

- b. Each committee shall have such powers and shall perform such duties as may be assigned to it by the Parent Association and shall be appointed and vacancies filled in the manner determined by the Parent Association. In the absence of other direction, the president shall appoint all committees.
- c. The temporary committees of the Parent Association are: Wreath Sale, Book Fair Liaison and School Supply Liaison.

ARTICLE VII

AMENDMENTS

Section 1. *Amendments*

This constitution may be amended, supplemented, suspended, or repealed, in whole or in part by a 2/3 majority of the entire Executive Committee no sooner than one month after the proposed amendment, supplement or repeal has been presented at an Executive Committee meeting. No such amendment, supplement or repeal of this constitution shall be effective unless approved in writing by the principal.

The entire membership of the Association may be notified by the secretary of the proposed substantive changes by mail, school newsletter or email after the presentation of the proposed change to the Executive Committee. If the members have any comments they should respond in writing to the president of the Association by the next meeting of the Executive Committee.

Section 2. *Presentation*

Amendments must be presented to the Parent Association president in writing at least two weeks prior to a meeting of the Executive Committee for discussion. After consultation and approval by the principal a vote may be taken at a subsequent meeting of the Executive Committee.

Section 3. *Bylaws*

Bylaws may be amended, supplemented, suspended, or repealed, in whole or in part by a 2/3 majority of the entire Executive Committee no sooner than one month after the proposed amendment, supplement or repeal has been presented at an Executive Committee meeting. No such amendment, supplement or repeal of this constitution shall be effective unless approved in writing by the principal.

The entire membership of the Association may be notified by the secretary of the proposed substantive changes by mail, school newsletter, or email after the

presentation of the proposed change to the Executive Committee. If the members have any comments they should respond in writing to the president of the Association by the next meeting of the Executive Committee.

Bylaws

Cathedral School Parent Association

ORGANIZATION

JURISDICTION

The Cathedral School Parent Association shall provide assistance for selective social and educational activities of the school, shall be responsible for the fundraising activities of the school, and shall work with the principal to insure that all activities are in accord with the intent and spirit of the policies established by the Archdiocese of Portland in Oregon. (Refer to Addendum)

MEMBERS

The Parent Association shall consist of all parents or guardians of students enrolled in Cathedral School.

EXECUTIVE COMMITTEE

The Executive Committee of the Parent Association shall consist of the president, the vice-president, the secretary, the treasurer and the principal and the chair people of standing committees.

TERMS OF OFFICE

The secretary and treasurer shall each serve a two-year term. The vice-president shall serve for one year, then complete a second year as president.

ANNUAL DUES

Annual Dues shall not be collected from all parents/guardians at this time.

TEMPORARY PARENT ASSOCIATION COMMITTEES

All special committees shall be appointed by the Executive Committee, which may discontinue such committees at its pleasure and, in any event, each ad hoc committee will be considered dismissed with thanks at the completion of its task. Each entity shall have powers and shall perform such duties as may be assigned to it by the Executive Committee and shall be appointed and vacancies filled in the manner determined by the Executive Committee. In the absence of other direction, the president shall appoint all committees. The temporary committees of the Parent Association are: Wreath Sale, Book Fair Liaison and School Supply Liaison.

STANDING PARENT ASSOCIATION COMMITTEES

- a) The Executive Committee may provide for such other committees as it deems advisable and may discontinue the same at its pleasure. Each committee shall have such powers and shall perform such duties as may be assigned to it by the

Executive Committee and shall be appointed and vacancies filled in the manner determined by the Executive Committee. In the absence of other direction the president shall appoint all committees with the approval of the principal. The standing committees of the Parent Association are: Special Events, Staff Hospitality, Volunteer Coordinator, and New Family Liaison.

DUTIES OF OFFICERS

PRESIDENT

The president shall schedule and preside at all regular and special meetings of the Executive Committee and Parent Association at large; shall oversee all fundraising activities; speak on behalf of the Parent Association as required and, in general, perform all duties incident to the office of the president and such other duties as from time to time may be assigned to him/her by the Parent Association or principal.

VICE-PRESIDENT

The vice-president shall be an aide to the president, and in the case of absence or disability of the president, shall pro tempore assume and perform the duties of the president and, in general, perform all duties incident to the office of vice-president and such other duties as from time to time may be assigned to him/her by the president.

SECRETARY

The secretary shall keep the minutes of the meetings of the Parent Association, be they Executive Committee or full Association; submit a copy of the minutes within a reasonable time to the president and principal for approval; see that all notices are fully given in accordance with the provisions of the constitution; be custodian of the records of the Parent Association and provide the school secretary with copies of the same for the school office/archive; submit the agenda for publication; submit the minutes of open meetings for publication; and, in general, perform all duties incident to the office of the secretary of the Parent Association and such other duties as from time to time may be assigned by the president; in the absence of the president and vice-president, the secretary shall chair the meetings of the Parent Association.

TREASURER

The treasurer shall account for the expenses of the Parent Association in collaboration with the principal. The parish business manager and principal, following the guidelines described in the Parish Administrative Manual and the "Church and School Related Organizations: Controls, Accounting, Reporting and Related Policies" document, shall account for all Parent Association funds, and will provide monthly reports to the treasure.

SCHOOL ADVISORY COUNCIL REPRESENTATIVE

The Parent Association President shall represent the Parent Association on the Cathedral School Advisory Council. The Parent Association President will be an ex officio but voting member of the Advisory Council for the term of one year.

The school advisory council representative shall be the representative of the Parent Association to the school advisory council; attend all meetings of both the school advisory council and the Parent Association, reporting on the activities of each body to the other; and, in general, perform all duties incident to the office of the school advisory council representative of the Parent Association and such other duties as from time to time may be assigned by the president.

METHODS OF OPERATION

ADOPTION OF ADMINISTRATIVE REGULATIONS AND POLICIES

The Parent Association does not adopt administrative regulations or policies and is not to involve itself in the administration of the school.

MEETINGS (EXECUTIVE COMMITTEE, REGULAR, SPECIAL)

The Executive Committee shall meet monthly, as determined by the Committee, subject to change by the Committee itself or the postponement by the president. Regular Meetings of the full Parent Association shall be held at least (but not limited to) three times per year (Fall, Winter, Spring) and will be scheduled as determined by the president in collaboration with the principal.

TIME, PLACE, NATURE

All meetings may be held at such times and places as fixed by the president and principal. All Executive Committee meetings may be open at the discretion of the principal, and all meetings of the full Parent Association will be open.

CONSTRUCTION OF THE AGENDA

The president shall be responsible for preparing the agenda. Individual Parent Association members desiring an item be included on the agenda shall notify the president in writing at least ten days prior to any regular meeting.

ADVANCE DELIVERY OF MEETING MATERIALS

For all open meetings, the agenda shall be published and sent home prior to the date of the meeting. The secretary will submit the agenda for publication.

LENGTH OF MEETING

The goal of the Parent Association shall be to conduct its meetings within a two-hour time limit.

PARLIAMENTARY PROCEDURE

The Parent Association may fix its own rule of procedure to be followed at meetings, but in the absence of such rules, Robert's Rules of Order shall apply.

MINUTES OF MEETINGS

The minutes of each meeting shall be kept by the secretary of the Executive Committee. Minutes from open meetings will be submitted for publication.

OFFICIAL SIGNATURE

DATE: 2-15-~~2018~~18

APPROVAL: Mrs. Patrick A. McMan
(Pastor)

DATE: 2-15-18

APPROVAL: Amey Biggs
(Principal)

ADDENDUM

Department of Catholic Schools of the Archdiocese of Portland

Parent Association

4010C.2

The Department of Catholic Schools highly recommends that each school in the Archdiocese form a Parent Association to promote parental support for the school programs, increase mutual understanding between school and parents, and reduce obstacles to effective communication.

A parent organization associated with an Archdiocesan elementary school should comply with these general norms:

- It will have no legal status apart from the school, and therefore, will not be separately incorporated;
- It will function in accordance with a written constitution that complies with all current provisions of Archdiocesan and local policy governing the structure and operation of such an organization;
- Recommendations and actions of the organization are subject to all Archdiocesan school regulations and policies as established by the Archdiocese, and executed by the Department of Catholic Schools;
- The Parent Association is accountable to the principal.