

**ARCHDIOCESE OF PORTLAND
IN
OREGON**

Cathedral School

**Parents' Association
Constitution and Bylaws**

May 14, 2015

For your information
(not for inclusion in the Constitutions and Bylaws)

1. Please find enclosed a copy of the Parents' Association Template for your use.
2. You may use an alternate name if you choose, e.g., Parents Club. However, the title of Parent-Teacher Association probably is not appropriate because teachers usually would not be involved directly. Please feel free to contact me if this is some concern in this area.
3. In several sections of the Template you will find brackets [_____]
which are indications that you can include material that is pertinent to your
Parents' Association.
4. While some areas are adaptable to your local needs, please make sure that
approvals are always subject to principal review.
5. Both the Principal and Pastor are asked to sign the local Constitutions and Bylaws
once they are developed.

Hope you find this helpful

CONSTITUTION

Cathedral School Parents' Association

ARTICLE I

TITLE

The name of this body shall be Cathedral School Parents' Association hereinafter referred to as Parents' Association (Association or PA).

ARTICLE II

NATURE AND FUNCTION

The purpose of the Parents' Association shall be to support Cathedral School. The Parents' Association promotes and stimulates interest in activities that ultimately benefit the students and staff of Cathedral School. Our mission is to create community through the events we sponsor as well as encourage and organize volunteerism through various volunteer programs. All parents and school staff are members of the PA. In fulfilling its purpose the PA 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 Parents' 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 Board 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 Board shall consist of the President, Vice-President, Treasurer, Secretary, and School Principal.

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 Parents' 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 spring meeting of the Executive Board;
- ii) Any member of the Executive Board 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 Board;
- iv) A member may nominate him/herself.

c. Elections:

- i) A slate of approved candidates for each office will be voted on by members of the Association following the nominations;
- ii) In case of a tie, the Executive Board will choose the candidate.

- d. Term:
Newly elected Officers of the Parents' 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 Board, with or without cause, with the approval of the principal;
 - ii) For missing two consecutive meetings of the Executive Board 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 Board and/or open meetings of the Parents' Association.
- f. The school Advisory Council shall appoint the school Advisory Council representative to the Parents' Association.
- g. If an Officer resigns or is removed, the unexpired terms of the Parents' Association Officer shall be filled through appointment by the Executive Board 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 Board 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 Parents' 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 and bookkeeper, following the guidelines described in the Archdiocese of Portland Department of Catholic Schools Policy Manual and the "Church and School Related Organizations: Controls, Accounting, Reporting and Related Policies" document, shall account for all Parents' Association funds and will provide monthly reports to the President, school bookkeeper, and the Principal. The Treasurer shall share the financials with the Board following the events. The Treasurer shall report to the Parents' Association at the meetings.

- e. The school Advisory Council representative shall represent the Parents' Association on the Cathedral School Advisory Council. He/she shall act as liaison between the two bodies, reporting on the activities of each group.

ARTICLE V

MEETINGS

Section 1. *Regular and Special Meetings*

- a) The Executive Board shall meet consistently 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 Parents' Association body.
- b) The President may call special meetings as needed of the Parents' Association with the approval of the Principal.

Section 2. *Open Meetings*

- a) Monthly meetings of the Executive Board or a portion thereof may be open to all members of the Parents' 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 Parents' Association.

Section 3. *Archives*

Minutes of both the Executive Board and meetings of the Parents' Association, maintained by the Secretary, shall be preserved in the archives in the school office.

Section 4. *Rules of Procedure*

The Parents' 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 Parents' Association shall be: Book Fair, Faculty Hospitality, Hot Lunch, New Families, Room Parent Coordinator, School/Parish Liaison, School Supplies, Special Events, and Volunteer Coordinator.

- b) The Parents' 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 Parents' 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 Parents' Association and shall be appointed and vacancies filled in the manner determined by the Parents' Association. In the absence of other direction, the President shall appoint all committees.

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 Board no sooner than one month after the proposed amendment, supplement, or repeal has been presented at an Executive Board 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 Board. If the members have any comments they should respond in writing to the President of the Association by the next meeting of the Executive Board.

Section 2. *Presentation*

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

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 Board no sooner than one month after the proposed amendment, supplement, or repeal has been presented at an

Executive Board 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 Board. If the members have any comments they should respond in writing to the President of the Association by the next meeting of the Executive Board.

Bylaws

Cathedral School Parents' Association

ORGANIZATION

JURISDICTION

Cathedral School Parents' 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 Parents' Association shall consist of all parents or guardians of students enrolled in Cathedral School.

EXECUTIVE BOARD

The Executive Board of the Parents' Association shall consist of the President, the Vice-President, the Secretary, the Treasurer and the Principal.

BOARD

The Board shall consist of the chairpeople of the 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.

TEMPORARY PARENTS' ASSOCIATION COMMITTEES

All special committees shall be appointed by the Executive Board, 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 Board and shall be appointed and vacancies filled in the manner determined by the Executive Board. In the absence of other direction, the President shall appoint all committees.

STANDING PARENTS' ASSOCIATION COMMITTEES

The Executive Board 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 Board and shall be appointed and vacancies filled in the manner determined by the Executive Board. In the absence of other direction the President shall appoint all committees with the approval of the Principal.

DUTIES OF OFFICERS

PRESIDENT

The President shall schedule and preside at all regular and special meetings of the Executive Board and Parents' Association at large; shall oversee all fundraising activities; speak on behalf of the Parents' 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 Parents' 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 Parents' Association, be they Executive Board 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 Parents' 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 Parents' 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 Parents' Association.

TREASURER

The Treasurer shall establish an annual budget in collaboration with the Executive Board, work with the school bookkeeper to oversee the Parents' Association account, make monthly reports to the Board and, in general, perform all duties as from time to time may be assigned by the President.

SCHOOL ADVISORY COUNCIL REPRESENTATIVE

The school Advisory Council Representative shall be the representative of the Parents' Association to the school Advisory Council. The President of the Parents' Association shall be the school Advisory Council Representative; attend all meetings for the year of both the school Advisory Council and the Parents' 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 Parents' Association.

METHODS OF OPERATION

ADOPTION OF ADMINISTRATIVE REGULATIONS AND POLICIES

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

MEETINGS (EXECUTIVE BOARD, REGULAR, SPECIAL)

The Executive Board shall meet monthly, as determined by the Board, subject to change by the Board itself or the postponement by the President. Regular Meetings of the full Parents' 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 Board meetings may be open at the discretion of the principal, and all meetings of the full Parents' Association will be open.

CONSTRUCTION OF THE AGENDA

The President shall be responsible for preparing the agenda. Individual Parents' 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.

PARLIAMENTARY PROCEDURE

The Parents' 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 Board. Minutes from open meetings will be submitted for publication.

OFFICIAL SIGNATURE

DATE: _____

APPROVAL: _____
(Pastor)

DATE: _____

APPROVAL: _____
(Principal)

ADDENDUM

Department of Catholic Schools of the Archdiocese of Portland

Parents' Association

4010C.2

The Department of Catholic Schools highly recommends that each school in the Archdiocese form a Parents' 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 Parents' Association is accountable to the Principal.