

Dominican High School Parent Association (DHSPA) Bylaws

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ARTICLE I: NAME

The name and location of this organization shall be Dominican High School Parent Association (PA), Dominican High School (DHS), 120 E. Silver Spring Drive, Whitefish Bay, WI 53217.

ARTICLE II: PURPOSE STATEMENT

The Dominican High School Parents Association is composed of current parents/guardians of DHS students who provide volunteer support and communication beneficial to students, staff and parents. The goal of the organization is to support and promote the five core values of Dominican High School – Truth, Compassion, Justice, Community and Partnership within the context of a Catholic, values-based, coeducational college preparatory high school We exist to encourage and foster a spirit of cooperation with, and support to, the staff and promote understanding and goodwill on behalf of DHS. Our goals are to encourage more parental involvement and recruit a broad base of volunteers to support programs that enrich students’ experience and foster spirit and sense of community. We also want to improve communication between parents and school administrators/faculty/staff and work together to provide a stronger voice for Dominican High School within the community.

ARTICLE III: POLICIES

The policies shall be developed through meetings, conferences and committees and shall not direct or control the administrative activities of the school.

ARTICLE IV: MEMBERSHIP

SECTION I: Members shall be:

1. Membership shall be automatically granted to all parents and guardians of current Dominican High School students, plus all staff at Dominican High School. Members shall have the right to vote on all issues before the organization, to elect officers, and to hold office.

SECTION II: Dues for members, if any, shall be established by the Executive Board. If dues are charged, a member must have paid his or her dues to be considered a member with voting rights.

ARTICLE V: THE EXECUTIVE BOARD

The Executive Board shall consist of the following elected officers to minimally include a President, Vice President, Secretary, and Treasurer.

ARTICLE VI: DUTIES

SECTION I: Duties of the Executive Board

1. The Board has the authority to reassign specific job duties as required.
2. The Board shall establish the objectives of the organization and determine the policy for the development of the objectives.
3. The President shall not hold more than one office at a time.
4. To create standing committees and to appoint chairpersons.
5. To approve the plans of work of the committees chairperson.
6. To transact necessary business in the intervals between meetings.
7. Put together a yearly budget to be approved. To work from that budget to pay the bills.
8. Special meetings of the Executive Board may be called by the President or by any member of the Board if needed.
9. Hold Executive Board meetings as deemed necessary throughout the school calendar.
10. Hold monthly general member meetings throughout the school calendar.
11. Removal of position is possible if said person has not performed his/her duties.
12. Appoint new Board members if and when the need arises.
13. The school's administration needs to be made aware of planned activities.
14. It may be necessary for the members of the board to comply with the Archdiocese's policy on working with children. This would include attending a Safe Environment Education Session.

SECTION II: Duties of the President

1. Shall preside at all regular, special, and Executive Board meetings. Communicate with the Vice President if unable to attend.
2. Coordinate the work of the officers and committees in order that the objectives may be accomplished.
3. Execute decisions of the Executive Board.
4. Serve as primary contact for the school administration.

SECTION III: Duties of the Vice President

1. Attend PA meetings. Communicate with President if unable to attend.
2. Acts as aide to the President
3. Perform duties of the President in the absence or inability of that officer to serve.
4. Should the President be unable to complete his/her term, the Vice President would assume the office of President.
5. Serve as primary contact for a key committee.

SECTION IV: Duties of the Secretary

1. Attend PA meetings and record the official minutes. Communicate with President if unable to attend.
2. Publish and distribute a summary of the minutes within 20 school days or sooner.

3. In the event the President and Vice President are unable to attend a meeting the Secretary will preside.
4. Distribute the By-Laws to all Board members and other interested parties.
5. Keep a log of attendance for the meetings.
6. Forward all appropriate materials to the school office for web page updates of important PA related information.
7. Submit PA News to the school office for the school web site.
8. Serve as primary contact for a key committee.

SECTION V: Duties of the Treasurer

1. Attend PA meetings. Communicate with President if unable to attend.
2. Maintain PA account reconciliation which will agree with the figures provided by the school's business office.
3. Keep an accurate record of receipts and expenditures
4. Present a summary of PA's financial position at each PA meeting.
5. All deposits made within 10 days or sooner.
6. All payments requests sent to the business office within 10 days or sooner.
7. Place all monies in a depository appointed and approved by the School Administration.
8. Work with the Board to put together a yearly Budget and present it at the beginning and end of each school year.
9. Serve as primary contact for a key committee.

SECTION VI: Duties of General Members

1. Attend PA meetings.
2. Volunteer when needed.
3. It may be necessary for a member to comply with the Archdiocese's policy on working with children. This would include attending a Safe Environment Education Session.

SECTION VII: Duties of Chairpersons

1. Attend PA meetings.
2. The chairperson of each committee shall recruit the members for his or her committee.
3. The chairperson shall report the plans and activities of the committee to the PA Board, which must approve all such reports.
4. All committee chairpersons shall determine a budget in order to purchase necessary supplies and materials. The budget needs to be approved by the Executive Board. Any money spent in excess of the budget is also subject to approval.
5. All committee chairpersons shall update their records at the conclusion of the event and relinquish said records to the Secretary at that time.
6. Keep receipts of purchases; file necessary paperwork with receipts to treasurer for reimbursements, within 60 days.
7. It may be necessary for a committee chairperson to comply with the Archdiocese's policy on working with children. This would include attending a Safe Environment Education Session.

ARTICLE VII: MEETINGS

SECTION I: There will be monthly general meetings throughout the school calendar. The time and place of the meetings shall be announced in the weekly school updates. Any member is welcome to attend and provide input to the PA Executive Board.

SECTION II: Additional meetings of the organization may be called, either by vote of the Executive Board or by petition of the members. Special meetings may be called by the President or by any two or more members of the Board. The time and place of all Special Meetings shall be announced at least seven (7) days prior to the meeting, except in the case of an emergency.

SECTION III: There will be quarterly Executive Board meeting. The time and place of the meetings shall be announced to the Executive Board.

SECTION IV: General meetings shall last no longer than necessary. Only topics on the agenda will be discussed. If time permits other topics will be discussed as time permits. All unfinished business shall be carried over to the next meeting.

SECTION V: In the event of bad weather, meetings may be canceled and rescheduled at the discretion of the Executive Board.

SECTION VI: The quorum shall be 5 members of the PA and 2/3 of the Executive Board members present.

ARTICLE VIII: TERMS OF SERVICE

SECTION I: Each officer shall serve a term of one year. The term of the office shall end on the last day of the school year. The new officers shall begin their term immediately thereafter.

SECTION II: Immediately following the election, the newly-elected officer shall begin working in tandem with the outgoing officer until the completion of the outgoing officer's term. Only the outgoing officer shall have voting authority during this period of transition.

SECTION III: A person does not have to step down at the end of his/her term if they choose not to; elections will not be held for that office. They will sign up for another one year term. No more than 2 consecutive terms for a total of 2 years may be held in any one office.

SECTION IV: Each outgoing Officer shall present a summary of their responsibilities to the newly elected Officer and assist them as needed for up to one year.

SECTION V: Removal from office: The removal of any officer shall be for gross incompetence, intentional neglect, misconduct, or failing to meet the clearances required by the school. An officer may be removed from office if absent from three (3) consecutive meetings, or by a majority vote of the membership for failure to fulfill the duties of his/her office. A special meeting will be held to answer the complaint.

SECTION VI: Vacancies: Any vacancy in office due to death, resignation, removal, or inability to serve shall be filled with an appointment by the Executive Board. However, should a vacancy occur in the office of President, the Vice President shall immediately assume the office.

SECTION VII: Offices not renewing their terms must make it known to the Board in writing no later than March 1st.

ARTICLE IX: VOTING PRIVILEGES

SECTION I: Members shall have the right to vote on all issues before the organization, to elect officers, and to hold office.

SECTION II: President shall vote only in the case of a tie in a vote of the Executive Board or the organization.

SECTION III: All members will have one vote and must be present to vote or an electronic vote if necessary.

ARTICLE X: FINANCES

SECTION I: A budget of anticipated revenue and expenses for the year shall be presented to the organization at the beginning of the school year. This budget shall be used as a guide for the activities taking place during the year. Any substantial deviation from the budget must be approved in advance by the organization.

SECTION II: The Treasurer shall keep accurate records of any disbursements, income, and bank account information. All deposits and/or requests for disbursements shall be made within a maximum of ten (10) days from the receipt of the funds and/or request for payments.

SECTION III: The Treasurer shall present a financial report at each General Meeting of the organization and shall prepare a final report at the close of the school year.

SECTION IV: All funds shall be kept in a checking account in the name of Parents Association, requiring a signature of a school official, and held at a local financial institution.

SECTION V: A designated fund is money put aside for a specific purpose. Any money put into a designated fund shall only be used for that purpose. It cannot be used for other activities.

SECTION VI: The organization shall leave a minimum of \$2,000.00 in the treasury at the end of each fiscal year.

SECTION VII: No loans shall be made by the organization to its officers and members.

SECTION VIII: Contract signing authority is limited to the President or the President's designee.

SECTION IX: Upon agreement of the Executive Board or at a regular meeting, any officer or officers may enter into agreements for the purchase of materials or services on behalf of the organization.

SECTION X: Approval by a majority vote of the Executive Board for any unbudgeted expenditures of no more than \$500.00.

SECTION XI: No reimbursements will be made without valid receipts.

SECTION XII: No part of the net earnings of the organization shall inure to the benefit of, or be distributable to, its members, officers or other private persons, except for reimbursement for approved expenditures on behalf of PA.

SECTION XIII: No part of the activities of the organization shall be the carrying on of propaganda, or otherwise attempting to influence legislation, and the organization shall not participate in, or intervene in (including the publishing or distribution of statements) any political on behalf of any candidate for public office.

SECTION XIV: The fiscal year shall coordinate with the school's fiscal year (July 1st to June 30th).

SECTION XV: Dissolution: Upon the dissolution of the organization, any remaining funds should be used to pay outstanding bills, and any remaining balance shall be turned over to Dominican High School.

ARTICLE XI: NOMINATION AND ELECTION

SECTION I: Nominations should be made at the meeting prior to the voting meeting. A slate of persons running for offices shall be presented at the voting meeting. Further nominations may be received from the floor. If all slated to run for office have accepted the nomination then the elections shall proceed by written ballot.

SECTION II: Officers shall be elected at the May meeting of the organization by the voting members present.

SECTION III: There will be a ballot vote if there is more than one candidate for any office. If there is only one candidate for any office, by motion from the floor, the election for that office may be by a show of hands. All candidates will leave the room and wait in the office so that the voting may take place.

SECTION IV: A majority of the votes cast by the Voting Members shall be necessary for election. Should no person receive a majority of the votes cast, a run off between the two (2) who received the largest number of votes shall be immediately held.

ARTICLE XII: AMENDMENT OF BYLAWS

SECTION I: These bylaws can be amended at any General Membership Meeting of the Dominican High School Parent Association by a two-thirds majority vote of the members in attendance. Notice shall be given at least two weeks prior to the meeting.

SECTION II: These bylaws may be reviewed and/or revised by the Executive Board as necessary to meet changing conditions in the school and community and brought to a vote of the General Membership.

These Bylaws were adopted by the Dominican High School Parent Association (PA) by a majority vote during a General meeting properly called on _____ and shall take effect immediately.

Bylaws created by the 2010-2011 Executive Board.