

CONSTITUTION OF ST. ANNE PARENTS' ASSOCIATION
As Amended April 2002

ARTICLE I - NAME

- 1.01 There is hereby created, by virtue of this Constitution, an organization to be known as ST. ANNE PARENTS' ASSOCIATION, Las Vegas, Nevada.

ARTICLE II-OBJECT

- 2.01 The objects of this Association shall be as follows:

- A. To assist in furthering the parochial education of the students at St. Anne School in a manner consistent with the power defined in this Constitution.
- B. To provide a forum for cooperation and understanding between the faculty and parents of St. Anne students.
- C. To assist the faculty in those areas where assistance is necessary.
- D. To raise funds for St Anne School.

ARTICLE III - MEMBERSHIP

- 3.01 Member Defined: Members shall consist of the parents or guardians of the pupils of St. Anne School.

- A. The faculty of St. Anne School is hereby designated as Honorary Members of this Association.

- 3.02 Rights of Members: Members are herein defined shall have the following rights:

- A. To elect the Board of Directors are hereafter defined.
- B. To speak and debate any amendment, policy or program created or operated by this Association, at any regularly called general meeting of the members, as further outlined herein.
- C. To submit in writing to the Board of Directors any inquiries or suggestions, which may further the objects as set forth in Article II hereof.
- D. To approve this Constitution and any amendment thereto by a majority vote of the members present at a general meeting convened for this purpose.

- 3.03 Obligations of Members:

- A. To cooperate with and to support the programs initiated by the Board of Directors.
- B. To attend duly convened general meetings.
- C. To pay membership dues in the amount of \$15.00 per school year, when due.

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- D. To submit, in writing, any inquiries/suggestions to the Board of Directors one week in advance of the scheduled Board meeting for agenda consideration.

3.04 Application of Rights to Honorary Members: The rights and obligations as afore described shall apply to the Honorary Members with the following exceptions:

- A. No Honorary Member shall vote for the Board of Directors.
- B. Honorary Members shall not be required to pay the dues as afore described.

ARTICLE IV - BOARD OF DIRECTORS

The St. Anne Parents' Association shall be governed by a Board of Directors consisting of five elected directors from the general membership, one appointed director, a Moderator and the principal of St. Anne School.

- 4.01 Election: Five Directors shall be chosen by the following process: In February, the President shall appoint the Nominating Chairperson. In March, the Nominating Chairperson shall commence his/her duties as outlined in subsection 8.12, In April, ballots shall be sent to the general membership for election.
 - B. The preceding year's President shall hold the office of Parliamentarian.
 - C. The Moderator shall be the Pastor of the St. Anne Church or a priest appointed by him.
- 4.2 Term: The term of office for each director shall be for one year.
- 4.3 Installation: Elected directors shall be installed at the final general membership meeting in May and shall assume their duties immediately thereafter.

ARTICLE V - DUTIES OF BOARD OF DIRECTORS

- 5.01 A. Election of Officers: The Board of Directors shall, at the first meeting thereof, elect the following officers from among themselves: President, First Vice-President, Second Vice-President, Secretary, and Treasurer. The appointed director, as defined in Article IV hereof, shall hold the office of Parliamentarian, and shall be ineligible for all other offices.
- B. Vacancy of Directors: The seat of a director and his appointed functions shall be deemed vacant if said director resigns or misses three consecutive Board meetings. Upon the occurrence of a vacancy, the position of a vacant director shall be filled by a general member appointed by the remaining members of the Board of Directors.

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- D. Meetings of the Board of Directors to conduct the affairs of the Association shall be held monthly within the first week of each month during the school year, the time and date to be set by the Board.
- E. The Board of Directors shall conduct all business of the Association as authorized herein.
- F. The current Board of Directors shall give all records of the Board's Business to the newly elected Board of Directors on or before the July 1st following its installation.
- G. Arrange for assistance from all members of the Association.
- H. Arrange for or give reports at the general membership meetings when called upon to do so.
- I. Schedule meetings for the Association's membership as further delineated herein.
- J. Review officer and committee reports.
- K. Consider all members written suggestions concerning school policies. Suggestions/inquiries shall be in writing and submitted one week in advance of the scheduled Board meeting for agenda consideration.
- L. Consider all members written suggestions concerning school extra-curricular activities. Suggestions/inquiries shall be in writing and submitted one week in advance of the scheduled Board meeting for agenda consideration.
- M. Approve all committee and general Association expenditures of over \$250.00 by a majority vote of the Board of Directors.

ARTICLE VI - DUTIES OF OFFICERS OF BOARD OF DIRECTORS

- 6.01 The President shall:
- A. Preside at meetings of the Board of Directors and General Membership of this Association.
 - B. Appoint the chairpersons of committees.
 - C. Appoint a person to audit the books each year and report those findings to the Moderator.
 - D. Sign checks with the Treasurer for payment of bills of the Association.
 - E. Be a member ex-officio of all committees except the nominating committee.
 - F. Handle all emergency matters between meetings of the Board of Directors.
 - G. Call for special meetings of the Board of Directors when it is deemed necessary to do so.

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- H. Obtain brief written reports from all officers and subcommittee chairmen, for the final meeting of the Board of Directors of the year consisting of:
 - 1. Activities
 - 2. Method of operation
 - 3. Names of Helpers
 - 4. Suggestions for the possible revisions of the committee position in the future.
 - I. Represent the Association at all occasions where a representative from the St. Anne Parents' Association is required.
- 6.02 The First Vice-president shall:
- A. In the absence of the President, perform all duties of the President.
 - B. Send appropriate cards to members who are ill or who are in sorrow.
 - C. Notify the membership of the death of a member and arrange for a Mass to be offered, payable from the treasury.
- 6.03 The Second Vice-President shall:
- A. In the absence of the First Vice-President, perform all duties of the First Vice-President.
 - B. Act as liaison between the school faculty and the St. Anne Parent Association.
- 6.04 The Secretary shall:
- A. Keep the minutes of all the general meetings of the organization and keep minutes of all of the meetings of the Board of Directors.
 - B. Keep a current record of the Constitution and Amendments thereof.
- 6.05 The Treasurer shall:
- A. Receive all dues and other monies of the Association.
 - B. Turn over all monies to the parish office to be deposited into the parish account.
 - C. Keep an accurate account of the Association's money.
 - D. Obtain approval of the Moderator of all bills or purchases over the sum of \$250.00.
 - E. Submit all bills that have been properly approved to the parish for payment with a check request signed by the President and the Treasurer.
 - F. Report at each meeting, of the Board of Directors the receipts and disbursements for the past month.
 - G. Make a smooth transfer of all books and records to the newly elected Treasurer of the Board of Directors as soon as possible.
- 6.06 The Moderator shall:
- A. Inform the organization of his pastoral requests in matters concerning St. Anne School.
 - B. Approve all activities of the organization.

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6.07 The Parliamentarian shall:

- A. Advise the President at all times when called upon.

ARTICLE VII - SUB-COMMITTEES OF THE BOARD OF DIRECTORS

7.01 The President shall appoint Chairmen of the following Sub-Committees:

- A. Health
- B. Hospitality
- C. Newsletter
- D. Directory
- E. Publicity
- F. Room Mothers
- G. Safety
- H. Fundraising Committees
- I. Nominating
- J. Any special sub-committee necessary to aid with the goals of this Association.

It shall be the duty of each Sub-Committee Chairperson to attend a meeting of the Board of Directors and report on their committee when called upon by the President of the Board of Directors to do so. Nothing herein shall prohibit any Sub-Committee Chairperson for attending any Board of Directors meeting if they so choose.

7.02 Any member of the Association is eligible to become a Sub-Committee Chairperson.

ARTICLE VIII - DUTIES OF SUB-COMMITTEE CHAIRPERSON OF THE BOARD OF DIRECTORS

8.01 The Health Chairperson shall:

- A. At the school registration each year obtain the information necessary from Parents to keep accurate, up-to-date health records of the students.
- B. Arrange all health checks of the students, as required by the school.
- C. Contact the necessary professionals/parents to conduct the health tests And arrange for voluntary help from the parents.

8.02 The Hospitality Chairperson shall:

- A. Be responsible for organizing refreshments as called upon by the Board of Directors of general membership meetings and special school events.
- B. Take inventory of all possessions of the Association and keep the same in good, clean and usable condition.

- 8.03 The Newsletter Chairperson shall;
- A. Prepare the newsletter each month, securing all pertinent information from the Board of Directors, Pastor and the Principal.
 - B. Send the newsletter home in the tuition envelope each month unless otherwise directed by the Board of Directors.
- 8.04 The Directory Chairperson shall:
- A. Collect personal information from interested families to be published in the Directory.
 - B. Solicit advertisement in the Directory to offset production costs.
 - C. Distribute a Directory to the interested families who provided their personal information for publication in the Directory.
- 8.05 The Publicity Chairperson shall:
- A. Send announcements and news items of all events of the Association, as directed by the Board of Directors.
 - B. Inform the Pastor of any announcements or news for the Church bulletin.
- 8.06 The Room Parent Chairperson shall:
- A. Appoint parents from each grade to assist that grade's teacher with requested party refreshments, etc.
 - B. Organize all the Room Parents for the school "Fun Fair" regarding the project for their class.
 - C. Call all Room Parents regarding special instructions from the Board of Directors as to special fund-raising events or attendance at general meetings.
- 8.07 The Safety Chairperson shall:
- A. Supervise the parking lot procedures and see that they are enforced.
 - B. Assist with the safety education of the students as directed by the Board of Directors.
- 8.08 The Fundraising Chairpersons shall:
- A. Supervise and organize fund-raising events as directed by the Board of Directors.
 - B. Offer methods of raising money to the Board of Directors.
 - C. Request withdrawals for the Benefit Fund money needed to meet immediate needs of any fund-raising project, with prior approval of the President and Moderator. These expenditures, and all others, must be approved by the Board of Directors at their next meeting.
 - D. May create special fund-raising projects chairmen, upon approval of the Board of Directors.
- 8.09 The Nominating Chairperson shall:
- A. Solicit from the general membership those desiring to participate on the Board of Directors.
 - B. Prepare a slate of candidates, (minimum of five members) for election to the Board of Directors, which slate shall be approved by the Moderator.

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- C. The Chairperson shall call the members of the slate, who are eligible and approved, to obtain their consent for nomination.
- D. Advise the general membership of the slate of candidates and conduct the election as directed by the Board of Directors.

ARTICLE IX GENERAL MEMBERSHIP MEETINGS

- 9.01 Meetings of the general membership shall be held at the discretion of the Board of Directors, but in no event shall there be less than three meetings of the general membership during the year. All meetings of the general membership shall be held as directed by the Board of Directors, and shall be conducted according to an agenda established by the Board of Directors. Any suggestions made at general membership meetings concerning a modification of the established school polices and practices shall be referred to the Board of Directors.

ARTICLE X - MEETINGS OF THE BOARD OF DIRECTORS

- 10.01 The Board of Directors shall meet once a month during the school year. A quorum of the directors must be present to conduct Association business. A quorum shall consist of any combination of the five directors, the Moderator, and/or the Principal.
- 10.02 Order of Business for the meetings shall be as follows: Invocation, Treasurer's Report, Committee Reports, (as requested by the President), Old Business, New Business, Announcements, Principal's Comments, Pastor's Comments, and Adjournment.

ARTICLE XI - FINANCES

- 11.1 Dues: Membership dues in this organization shall be \$15.00 per family, per year, due and payable upon registration.
- 11.2 Use of Funds:
- A. For operating expenses.
 - B, In any way approved by the Board of Directors for the benefit of all the school children.
- 11.03 Profits from Fundraising Committees: All proceeds emanating from projects conducted by the Fundraising Committees shall be deposited in the Benefit Fund account, and after all operating expenses are paid, the residue will be deposited to be used as needed for operating expenses or projects as agreed upon by the Board of Directors.

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ARTICLE XII – SOLICITATION

- 12.01 No person shall at any time, in connection with a meeting of the Association sell, solicit, or canvass for himself, any group or organization, political or otherwise. Nor may any member of said Association sell, solicit, or canvass in the name of St. Anne Parents' Association.

ARTICLE XIII - FACULTY AND SCHOOL POLICIES AND REGULATION

- 13.01 The St. Anne Parents' Association hereby recognizes school policies established by the administration and faculty of St. Anne School or which may be established in the future.

ARTICLE XIV – AMENDMENTS

- 14.1 This Constitution may be amended at any regularly scheduled meeting of the general membership by a majority vote of those members present.
- 14.2 All amendments to this Constitution must be approved by the Moderator before they are presented to the members.