

**BYLAWS**  
**EFFECTIVE**

**HOLY CHILDHOOD ORGANIZATION OF**  
**PARENTS AND EDUCATORS**

**ARTICLE I**  
**DUTIES OF OFFICERS**

Section 1. The President shall:

- A. Preside at all meetings of the organization and of the Executive Board.
- B. Appoint the chairpersons of the Special Committees.
- C. Appoint two (2) auditors to audit the financial records of the organization at the end of the school year.
- D. Sign all official papers and documents of the organization.
- E. Promote the organization to the parents of prospective new students of Holy Childhood School.
- F. Perform such other duties as are usually attached to the office of President.

Section 2. The First Vice-President shall:

- A. Have all the powers and perform all the duties of the President in the absence of the latter.
- B. Be Chairperson of the Membership Committee as stated in ARTICLE II.
- C. Be Chairperson of the Fundraising Committee as stated in ARTICLE IV.
- D. Follow Standing Rules in Article XII as they apply.

Section 3. The Second Vice-President shall:

- A. Perform the duties of any office that may be vacant.
- B. Be the Chairperson of the Public Relations Committee as stated in ARTICLE III.
- C. Be the Chairperson of the Room Parents Committee as stated in ARTICLE VII.

Section 4. The Secretary shall:

- A. Keep a record of the proceeding of the organization and Executive Board meetings; provide written record of the meetings to the membership, or in the alternative read these minutes at the next regularly scheduled monthly meeting. The minutes shall be provided to the membership, posted on the school website, or posted in the school office, prior to the regularly scheduled monthly meeting to follow, for both the Executive Board meetings, as well as the regular meetings of the organization.

- B. Notify the Executive Board members of the date and time of the Executive Board Meetings.
- C. Conduct the correspondence of the organization.
- D. Notify the membership of special elections.
- E. Sign all documents, resolutions and papers of the organization.

Section 5. The Treasurer shall:

- A. Pay all obligations of the organization after they have been authorized by the members or by the Executive Board.
- B. Keep a record of all monies received or disbursed.
- C. Provide change in containers for all projects of the organization when needed.
- D. Present a report of the financial conditions of the organization at all meetings of the organization and the Executive Board.

Section 6. The Auditors shall audit the accounts of the organization, including checking accounts and savings accounts, at the end of the school year, and before the September meeting, obtaining all necessary materials from the respective Treasurer. One copy of each said audit shall be filed with the Secretary and one with the Treasurer. The following procedure shall be a guideline for the audit:

- A. Compare at least ten (10) checks to be selected at random. Review checks to verify that the checks were signed by two authorized members of the Executive Board. Compare cancelled check to check register for: date, payee, amount, signature and endorsement. Make a record of checks audited.
- B. Compare check register to receipt/invoice for checks reviewed.
- C. Check to see that bank reconciliation has been completed.

Section 7. The Executive Board shall supervise and promote the activities of the organization. They may authorize expenditures of the organization not to exceed One Hundred Dollars (\$100.00) with the exception of Christmas gifts.

Section 8. The Chairperson of the special committees shall appoint members of their committee. They shall direct the work entrusted to the committees and present reports on their activities to the meetings of the organization and the Executive Board. They shall keep notes of activities performed during the year, give a copy to the Secretary at the end of the year, and assist in orientation of the new chairperson.

## **ARTICLE II** **MEMBERSHIP CHAIRPERSON**

The Membership Chairperson shall be the First Vice-President, and shall:

- A. Promote the attendance of the members at the activities of the organization.

- B. Keep a record of all members and of their attendance at the meetings of the organization.
- C. Promote the 50/50 drawing at the regular monthly meetings of the organization.
- D. Promote the parent/teacher attendance drawing at the regular monthly meetings of the organization.
- E. Promote the class attendance drawing at the regular monthly meetings of the organization.
- F. Appoint assistants as needed.

**ARTICLE III**  
**PUBLIC RELATIONS CHAIRPERSON**

The Public Relations Chairman shall be the Second Vice-President, and shall:

- A. Notify the diocesan and local papers of all special events.
- B. Publicize all projects of the organization.
- C. Oversee activities related to the Ursuline Auxiliary.

**ARTICLE IV**  
**FUNDRAISING CHAIRPERSON**

The Fundraising Chairperson shall:

- A. Plan and arrange all fundraising activities of the organization with the approval of the Executive Board or the general membership.
- B. In the month of January, appoint the Fundraising Committee for the upcoming school year and delegate the responsibility of any project to one or more members of this committee.

**ARTICLE V**  
**REFRESHMENT CHAIRPERSON**

The Refreshment Chairperson shall:

- A. Plan and arrange for the serving of refreshments at the monthly meetings and other projects of the organization at the President's request.
- B. Form a committee and delegate the responsibility of any event to one or more members of the committee.

**ARTICLE VI**  
**SOCIAL AND PROGRAM CHAIRPERSON**

The Social and Program Chairperson shall:

- A. Plan programs for the regular meetings.
- B. Assist other projects of the organization at the President's request.
- C. Plan programs for annual Christmas Party at December meeting.
- D. Form a committee and delegate the responsibility of any event to one or more members of the committee.

**ARTICLE VII**  
**ROOM PARENTS CHAIRPERSON**

The Room Parents Chairperson shall:

- A. Arrange for at least one (1) member to serve as Room Parent for each grade in the school.
- B. Organize, supervise or assist Room Parents at assigned school projects.
- C. Plan and supervise the annual Christmas Party for the school children.
- D. Plan and supervise the school picnic.
- E. Communicate with each Room Parent and each Class Teacher to relate and respond to the needs of each individual grade.
- F. Form a committee, consisting of all Room Parents, and delegate the responsibility of any event to one or more members of the committee.
- G. Arrange for the annual gift for each eighth grade class member, to be given at the end of the school year.

**ARTICLE VIII**  
**VACANCY IN OFFICE AND SUCCESSION**

Should a vacancy in an elected office of the organization occur, or should an officer elect to resign before installation, an election to fill this vacancy must occur at the next general membership meeting. All resignations must be in writing. Members must be notified prior to the election.

**ARTICLE IX**  
**VOTING**

Section 1. Majority Vote. The basic requirement for approval of a motion is a majority vote (more than one-half) cast by persons entitled to vote, excluding blanks or abstentions, at a meeting at which a quorum is present.

Section 2. Two-Thirds Vote. Motions requiring a two-thirds vote cast by persons entitled to vote, excluding blanks or abstentions, at a meeting at which a quorum is present are as follows:

- A. Amend or rescind Constitution, By-Laws, or Rule of Order.
- B. Depose from office.

- C. Spend an amount of One Thousand Dollars (\$1,000.00) or more on a motion.

Section 3.     Voting by Ballot. Voting by ballot is required or can be ordered (without debate) on:

- A. Any motion which requires a two-thirds vote.
- B. Any motion where it is believed that the members may thereby be more likely to vote their true sentiment.
- C. Election of officers if two (2) or more are nominated for the same office.

The President can vote a ballot vote at the time other members do. The President will appoint three (3) tellers to collect, in addition to the Principal and/or Pastor, count the ballots, and report the vote to the chair. The results will be declared by the chair.

Section 4.     Voting by Mail. A vote by mail is reserved for important issues on which a full vote of the membership is desirable.

## ARTICLE X AMENDMENTS

No amendment shall be made to these By-Laws except at a regular meeting of the organization by a two-thirds vote of the members present and voting. No amendment shall be made unless a formal notice of the proposed amendment has been given in writing at the previous regular meeting of the organization.

## ARTICLE XI PARLIAMENTARY LAW

Roberts Revised Rules of Order shall be the authority on parliamentary procedure except in those instances for which the Constitution and By-Laws of this organization provide otherwise.

## ARTICLE XII STANDING RULES

The following Standing Rules shall apply:

- A. All committees involved in a project are responsible for total clean-up with exception of floor care.
- B. All full time employees or any substitute employees (for leave of absence) of the school shall receive a Christmas gift from the organization.
- C. Constitution and By-Laws are to be reviewed at the first meeting of the Executive Board for each school year.

- D. Any standing rule can be changed at any regular meeting by a majority vote of those present and voting.

**ARTICLE XIII**  
**ORDER OF BUSINESS**

The following order of Business shall govern the meetings at this organization:

- A. Call to order
- B. Prayer
- C. Pledge of Allegiance
- D. Review of Minutes from previous regular meeting
- E. Review of Minutes from previous Executive Board meeting
- F. Correspondence
- G. Treasurer's Report
- H. Principal's Comments
- I. Report of Special Committees
- J. Old Business
- K. New Business
- L. Remarks by Reverend Pastor or his Delegate
- M. Prayer
- N. Adjournment