

# **Cornelia Connelly School**

## **Parents Association**

### **BYLAWS**

**Revised: October 2004**

## **BYLAWS**

**Revised: October 2004**

### **ARTICLE I – NAME**

The name of this Association is the Cornelia Connelly Parents Association, located in the city of Anaheim, California. These Bylaws shall supersede all other Bylaws of this organization.

### **ARTICLE II - PURPOSES**

The purposes of the Connelly Parents Association are:

- Section 1: To foster the building of relationships among students, parents, administration and faculty of Cornelia Connelly School.
- Section 2: To support the social, spiritual, educational and financial programs of Cornelia Connelly School.
- Section 3: To assist the administration and faculty in their efforts to achieve the goals of the School as described in the statement of philosophy.
- Section 4: To promote parental involvement at Cornelia Connelly School.

### **ARTICLE III - BASIC POLICIES**

The following are the basic policies of the Parents Association:

- a. Every parent/guardian of this organization is a member of the Parents Association and shall participate in its activities, dependent upon his or her abilities.
- b. The Association, through its Executive Board, will communicate with administration regarding concerns expressed by parents or students.
- c. The Association shall use its funds to reimburse members for budgeted expenses. Reimbursement for expenses that exceed \$100.00 or more require advance approval from the Executive Board.
- d. This Association shall seek neither to direct the administration of the School nor to control its policies. The Association welcomes and values parental input on matters that affect the well being of the school.

## **ARTICLE IV - MEMBERSHIP AND DUES**

- Section 1: Every parent or guardian of a student attending Cornelia Connelly School is a member of the Parents Association.
- Section 2: The annual dues of the Cornelia Connelly Parents Association are part of each student's registration and are to be transferred to the Cornelia Connelly Parents Association by the beginning of the school year. This amount is reviewed and determined as a part of the annual school budgeting process.
- Section 3: The annual dues of any student enrolling at any time during the year will be transferred to the Parents Association.
- Section 4: At the end of the fiscal year, all remaining funds in the budget are transferred to the school's general operating fund. This amount is reviewed and determined as a part of the annual school budgeting process.

## **ARTICLE V - EXECUTIVE BOARD**

- Section 1: **Composition**  
The Executive Board shall consist of officers of the Association, Head of School, Director of Parent Relations and any representative appointed by the Head of School.
- Section 2: **Duties**  
The Executive Board shall:
- a. transact necessary business between meetings
  - b. create committees as necessary
  - c. fill vacancies in office, including that of president
  - d. present a report at meetings of the Association
  - e. receive a financial report from the treasurer at each meeting
  - f. review and evaluate events sponsored by the Association and make revisions where necessary
  - g. prepare and submit a budget at the first meeting of the year
- Section 3: **Executive Board Meetings**
- a. shall meet monthly during the school year and at least once over the summer break
  - b. a simple majority shall constitute a quorum for the transaction of business at any meeting of the Executive Board

- c. Special meetings of the Executive Board may be called by the president or may be called upon by the written request of five members of the Parents Association Executive Board. All members must be notified of any special meeting with 3-5 days prior notice.

## **ARTICLE VI - EXECUTIVE BOARD AND THEIR ELECTIONS**

- Section 1:     Executive Board  
Executive Board of this Association shall be: a president; vice-president-volunteers; vice-president – fund raising; vice-president – family service hours; secretary; and treasurer. These officers shall be elected annually.
- Section 2:     Term of Office  
Officers shall serve for a term of one year, unless reelected. No officers shall be eligible to hold the same office for more than two consecutive terms or hold more than one elected office. This provision may be waived at the discretion of the Head of School. Newly elected officers shall assume their duties during the month of May which will serve as a transition period for assuming full responsibilities of their office for the coming summer and school year.
- Section 3:     Nominations
- a. Nominations for the office shall be made by a nominating committee, which shall be elected by the Association. The committee shall serve until the annual election of the new officers.
  - b. The Nominating Committee shall be composed of three members, all of whom are members of this organization. The Head of School, or a faculty representative appointed by the Head of School, and the Director of Parent Relations shall serve in an advisory capacity. The President shall not serve ex officio or be elected to the nominating committee. The committee shall elect its own chairperson.
  - c. No member shall serve on the nominating committee for more than two (2) consecutive years.
  - d. All Parents Association members are encouraged to participate in the process by submitting their names or names of other candidates to the Nominating Committee. Prior consent from a nominee must be obtained. The requirement for nomination is to be actively involved in school projects and events.

- e. The new slate of officers for the following school year shall be submitted to the Head of School by April.
- f. The new slate of officers for the following year shall be submitted to the Association for vote at the annual election meeting in May.

## **ARTICLE VII - DUTIES OF OFFICERS**

- Section 1:     The President  
The President shall preside over all meetings of the Board and shall be an ex officio member of all committees except the Nomination committee; shall be responsible for ensuring that all other officers and committee chairs (other than fund-raising) fulfill their individual responsibilities; shall have all contracts and/or legally binding documents approved by the Parents Association Board and/or the Head of School.
- Section 2:     The Vice-President - Volunteers  
The Vice-President - Volunteers shall preside over all meetings in the absence of the president; shall assume all duties of the president in the event the president is unable to continue the duties of the office; shall process and distribute volunteer forms and help to arrange volunteer help when requested; shall coordinate the Volunteer Appreciation Event; shall assist the President in overseeing the committee chairs and elsewhere as needed.
- Section 3:     The Vice-President – Fund Raising  
The Vice-President – Fund Raising shall be responsible for fund raising efforts of the Association; shall oversee existing programs and research and implement new programs when approved by the Board; shall oversee the committee chairs who execute the specific fundraising activities; shall assist the President as needed.
- Section 4:     Vice-President – Family Service Hours  
The Vice-President – Family Service Hours shall be responsible for preparing forms for recording mandatory hours, recording hours submitted, and informing parents of hours recorded; shall assist the President as needed.
- Section 5:     Secretary  
The Secretary shall keep minutes of all board, general and special meetings at which business is conducted; shall present the minutes of the previous board meeting for approval; shall provide a copy of the minutes to the Board members; shall maintain permanent records including all ratified versions of the Bylaws; shall notify members of meetings.

Section 6: Treasurer  
The Treasurer shall perform the duties of Treasurer and Budget Director. As such, shall maintain a full and accurate record of all accounts for the Association; with input from the Board shall propose a budget for the Association and submit it for approval at the first meeting each year; shall present a financial report at all Board meetings.

### **ARTICLE VIII - ADMINISTRATIVE PROCEDURES**

Section 1: Approval  
All activities and publications of The Board are to be approved by the Executive Board and the Head of School prior to implementation or publication.

Section 2: Planning  
Upon confirmation of offices, the newly elected Executive Board will meet with the Head of School and Director of Parent Relations to review plans, procedures, events, and dates for the upcoming school year.

Section 3: Extraordinary Expenses  
Expenses in excess of \$100.00 which have not been approved through the budget process must be reviewed and approved by the Board.

Section 4: Financial Reports  
A financial report shall be made at all meetings of the Board. An audit by the Executive Board should be done at the end of the year.

Section 5: Procedure Manuals  
Reports shall be compiled annually by all Board members and filed in their procedure books. These books will be returned to the President at the end of the term for distribution to officers for next term. Copies should be given to the Director of Parent Relations and Parents Association President for reference and safe-keeping.

Section 6: Attendance at Meetings  
When an officer fails to attend two consecutive meetings without adequate reason or is not fulfilling required duties, the office may be declared vacant by a simple majority.

Section 7: Expiration of Term of Office  
Upon completion of term of office or in case of vacating an office in mid-term, all material pertaining to the office shall be returned to the President without delay.

## **ARTICLE X - COMMITTEES**

- Section 1: Committees:
- a. shall be created by the Executive Board as may be required to carry on the work of the Association
  - b. the chairperson(s) shall be recruited and appointed by the Executive Board
  - c. an effort shall be made to appoint both a chairperson and an assistant chairperson for each committee with the understanding that the assistant chairperson shall assume the role of the chairperson at the end of the chairperson's term
  - d. term of office for the chairperson shall be one year; however chairperson(s) may be appointed for a second one-year term
  - e. chairperson(s) shall present plans to the Executive Board for approval
  - f. Reports shall be compiled annually by all chairperson(s) and filed with the President and the Director of Parent Relations.

## **ARTICLE XI - FISCAL YEAR**

Section 1: Fiscal Year  
The fiscal year shall begin on July 1 and end of June 30.

Section 2: Goals  
The Cornelia Connelly Parents Association, at the beginning of the year, will set a goal to buy a specific gift for the school in consultation with Head of School.

## **ARTICLE XII - AMENDMENTS**

Section 1: Amendments  
These Bylaws may be amended by a simple majority and with the approval of the Head of School at any regular meeting, provided notice has been given at the previous regular meeting or thirty (30) days written notice has been given to the membership.