

HOLY CHILD

EDUCATING YOUNG WOMEN OF CONSCIENCE AND ACTION

Amended and Restated SCHOOL OF THE HOLY CHILD PARENTS ASSOCIATION BY-LAWS

Article I Name and Office/Address

The name of the organization shall be “School of the Holy Child Parents Association.” The School of the Holy Child Parents Association shall operate under the auspices of the 501c3 determination letter of School of the Holy Child (“School”) at 2225 Westchester Avenue, Rye, NY 10580, and is by definition a nonprofit organization, exempt from federal, state and local income taxes.

Article II Mission and Purposes

1. The Mission of the School of the Holy Child Parents Association (“the Parents Association”) is to enrich School life, promote cooperation between parents and the School, and to serve as a means of communication between the parents and the School. Its purposes shall be to promote and advance the best interests of School of the Holy Child in its religious, educational and charitable functions; and to promote friendship, sociability and good will among its members.
2. The Parents Association shall raise funds to support the School by sponsoring events, programs and projects.
3. The Parents Association will operate within the framework of the policies established by the Board of Trustees of School of the Holy Child, and the Parents Association shall have no purposes independent of the School.

Article III Parents Association Liaison

The Head of School shall appoint the Parent Liaison, an employee of the School who shall be the liaison between the Parents Association and the School Administration. He/She shall attend all meetings and be consulted on all plans and decisions.

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Article IV Membership and Dues

1. All parents and legally appointed guardians of students attending School of the Holy Child are automatically members of the Parents Association.
2. The Executive Committee of the Parents Association, in cooperation with the Business Office and the Finance Committee of the Board of Trustees, shall establish optional annual dues, which are not a prerequisite for membership.

Article V Meetings

1. The Parents Association shall have a minimum of five meetings during the school year which shall be listed on the School website (www.holychildrye.org).
2. The Annual Meeting will be held in May before the end of the school year. The purpose of this meeting is to announce the Executive Committee for the coming school year, and to approve the annual budget for the upcoming fiscal year and proposed allocation of funds raised by the Parents Association to the School.
3. Notice of the Annual Meeting in May shall be emailed to all members in advance of the meeting.
4. A quorum of a minimum of 10 members is required to conduct official business at a Parents Association meeting. One half the members present at any such meeting, plus one additional member, shall constitute a majority to approve any matter brought before such a meeting.

Article VI Executive Committee

1. The Executive Committee shall consist of two Co-Presidents, two Advisors to the Upper School, two Advisors to the Middle School, Treasurer, Assistant Treasurer, Secretary, Assistant Secretary, and up to two (2) Ex-Officio Presidents.
2. Subject to the terms of Article VI, paragraph 12 hereof, all members of the Executive Committee are voting members with the exception of the Ex-Officio Presidents. However, there is an exception in the case of a tied vote, in which case the Ex-Officio President(s) will cast a tie-breaking vote.

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3. The Co-Presidents shall each serve consecutive two (2) year terms.
4. The Treasurer and Assistant Treasurer shall serve consecutive two (2) year terms. The first year shall be served as Assistant Treasurer and the second year shall be served as Treasurer.
5. The Secretary and Assistant Secretary shall serve consecutive two (2) year terms. The first shall be served as Assistant Secretary and the second year shall be served as Secretary.
6. No member of the Executive Committee shall serve more than five (5) consecutive years.
7. The Executive Committee shall fill all interim vacancies among the officers. If an officer resigns, the Co-Presidents will appoint a replacement after consulting the Parent Liaison and Head of School.
8. The Executive Committee shall manage the affairs of the Parents Association in consultation with the Parent Liaison.
9. The Executive Committee shall distribute funds raised by the Parents Association in cooperation with the administration of the School.
10. The Executive Committee shall meet at the Co-Presidents' request, no less than three (3) times during the year.
11. A quorum of a minimum of 6 voting members is required to conduct official business at an Executive Committee meeting. One half of the members, plus one additional member, shall constitute a majority to approve any matter brought before such a meeting. Participation via telephone or email shall constitute attendance for purposes of determining a quorum if necessary.
12. Notwithstanding anything to the contrary contained herein, the Executive Committee shall have the option, at its sole discretion, to include additional non-voting members on the Executive Committee. These non-voting members would serve for a term of one year and be representatives selected from various Parents Association Committees including, but not limited to, Wellness, School Store, and Parents for IDEA (Inclusion, Diversity, Equity, Advocacy).

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Article VII Duties of Officers

1. **Co-Presidents:** The Co-Presidents shall act as the principal liaisons between the Parents Association and the School administration. The Co-Presidents shall call meetings of the Executive Committee and of the Parents Association, and preside over these meetings. The Co-Presidents will coordinate the work of the officers, the Parents Association Executive Committee and other committees. The Co-Presidents shall be members' ex-officio of all committees. The Co-Presidents shall arrange for at least two (2) Class Representatives for each grade in the School in cooperation with the Parent Liaison, Head of School and Associate Head of School. The Co-Presidents shall be empowered to sign checks as needed.
2. **Advisors:** There shall be four (4) Advisors. One (1) Advisor shall be a parent of a student from the 5th or 6th grade; one (1) Advisor shall be a parent of a student from the 7th or 8th grade. These two (2) Advisors shall be the representatives of Middle School parents. One (1) Advisor shall be a parent of a student from the 9th or 10th grade; one (1) Advisor shall be a parent of a student from the 11th or 12th grade. These two (2) Advisors shall be the representatives of Upper School parents. The Advisor shall be responsible for communicating with the parent members they represent.
3. **Treasurer:** The Treasurer shall be empowered to sign checks, be responsible for all funds and pay all the bills of the Parents Association. The Treasurer shall prepare a monthly financial report for distribution at the monthly Parents Association meetings. All checks issued by the Treasurer in excess of one thousand dollars (\$1,000.00) shall require the signature of the treasurer and one of the Co-Presidents.
4. **Assistant Treasurer:** Shall work closely with the Treasurer and become Treasurer during the second year of the term of office.
5. **Secretary:** The Secretary shall record the proceedings of the Executive Committee meetings and the Parents Association meetings. The Secretary shall prepare minutes that will be posted on the Parents Association page on the School website and made available prior to the next Parents Association meeting.

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6. **Assistant Secretary**: Shall work closely with the Secretary and become Secretary the second year of the term of office.
7. **Ex Officio President(s)**: Shall attend Executive Committee meetings as a non-voting member except in the event of a tied Executive Committee vote. The Ex Officio President(s) is the most recent retired PA presidents.

Article VIII Selection of Officers

1. The members of the Nominating Committee shall be the Co-Presidents, the Ex Officio President(s), Parent Liaison, the Head of School and the Associate Head of School.
2. The Committee shall approve candidates for the offices which are vacant.
3. The slate of Officers shall be presented to the membership of the Parents Association at the May meeting or when it is complete. Vote of approval will be taken by voice vote of the new slate of officers as presented.

Article IX Removal of Officers

Any office shall become vacant upon the happening of any of the following events: the death of the incumbent; unexcused absence from three consecutive monthly meetings; resignation, or removal by two-thirds vote of Executive Committee members present at such meetings. All appointed officers shall hold office at the discretion of the Executive Committee in consultation with the Parent Liaison.

Article X Amendments to and Review of By-Laws

1. The By-Laws may be amended and/or restated by a majority vote of Parents Association members present at either a regular or special meeting provided the nature of the proposed amendment shall be stated in the notice of the meeting. Amendments are effective immediately unless otherwise specified.

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2. These By-Laws became effective December 7, 2017, upon the approval of a majority vote of the members present at a regular Parents Association meeting.
3. A thorough review of these By-Laws shall be performed at least once every three (3) years, or as necessary.

Article XI Dissolution

A resolution to dissolve the Parents Association of School of the Holy Child must be adopted by a majority three-quarters (3/4) vote of the Executive Committee before it can be presented to the general membership and voted on no less than fifteen (15) nor more than thirty (30) days after said distribution of the resolution.

Dated: December 7, 2017