

# The Parent Corps of Assumption Academy

## BY-LAWS

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### Article I Organization Name

The name of the organization shall be “*The Parent Corps of Assumption Academy, Corps* being an acronym for *Committee Of Responsible Parent Support*.”

### Article II Organization Purpose

The purpose of this organization is to promote, serve, and financially support Assumption School. The Parent Corps of Assumption Academy (hereafter PC) assists in providing academic

excellence, social interaction, financial assistance and services to enhance the quality of the school.

### Article III      Qualifications for Membership

Every parent/guardian of a currently registered Assumption Academy student is a member of Parent CORPS. Current Assumption Academy faculty and staff, the Church of the Assumption Pastor and Parish Business Manager are also members of Parent CORPS.

### Article IV      Officers and Their Election

#### Section 1. Officers

- a.      President
- b.      Vice President
- c.      Treasurer
- d.      Assistant Treasurer
- e.      Recording Secretary
- f.      Corresponding Secretary

#### Section 2. Executive Board

The Executive Board shall consist of the elected officers above, the School Principal, the Church of the Assumption Pastor, the Parish Business Manager, and the Room Parent Coordinator, which shall be appointed by the Principal. [SEE AMENDMENT IV \(voted in April board meeting\)](#)

#### Section 3. Election of Officers

- a.      All officers MUST be VIRTUS trained and fingerprinted, with proper documentation on file in the Principal's office prior to August 1st.
- b.      Officers shall hold office for a term of two (2) years in a given position with the exception of the president and vice president positions. The terms of office shall be staggered as follows: President - one year commitment and then Past President commitment, Vice President 1 year commitment to then roll into the President the next school year, Recording Secretary 2 yrs, and Treasurer 2 yrs shall be elected in odd numbered years. The Corresponding Secretary 2 yrs, and the Assistant Treasurer 2 yrs shall be elected in even numbered years. [SEE AMENDMENT I](#)
- c.      The Executive Board can decide, by majority approval, that an officer may hold office past the two-year term limit. This extension may not be longer than 12 months, and upon conclusion of the extension another person must hold the office.
- d.      Nominations each year should be made at the March meeting. Nominations must be submitted to the Executive Board prior to being made at the meeting. If necessary, a Nominating Committee shall be comprised of the immediate past President, and one room parent from each of the grades 1, 3, 5, and 7 to be appointed by the President. The Nominating Committee can then present a slate of potential officers to members at the March (or April) meeting. Election of officers shall be held at the April Board meeting. New officers will assume responsibilities commencing July 1st. Out-going officers shall transfer all information and documentation pertaining to their office prior to July 1st.
- e.      Executive Board Officers are required to attend 2 board only meetings and strongly suggested to attend general monthly meetings. A written/electronic report must be given if one

can not attend a meeting. Even a “No Report” status is necessary for the minutes of the meeting. Any officer absenting themselves for any three consecutive business meetings automatically vacates the office unless a satisfactory explanation is presented to and accepted by the Board.

f. If any office becomes vacant for any reason, the President shall call a special election to fill such vacancy at the next regular business meeting of PC. Any officer can assist the President as Nominating Committee to seek out a candidate.

g. No person shall hold more than one position on the Executive Board at a time.

h. SEE AMMENDMENT II

#### Section 4. Duties of Officers

a. President: Attends and chairs all PC meetings. Oversees all PC functions and is aware of the needs of each committee chair and his/her responsibilities. Appoints all committees and their chairs and acts as ex-officio member of all committees. Authorizes expenditures up to five hundred (\$500.00) dollars. Is required to publicly communicate schoolwide as often as weekly in the enews, or other means, but not less than once a quarter of the school year. Prepares agenda for 2 board meetings. Prepares an agenda for all 9 general business meetings. Connects with the principal monthly via email, phone call or meeting to prepare for the general pc mtg. Assists the treasurer in setting the budget for the year. Sets the calendar of PC events for the year in coordination with all other parish, CYO, academic and social calendars for the school year - steering clear and securing an overall joint calendar approved by Principal prior to July 1st - avoiding all conflicts.

b. Vice President: Welcomes and encourages parent participation in PC events, positions, and socials to strengthen our Parent CORPS community. Delivers welcome materials and information for new families in Pre-K through 8<sup>th</sup> grade. Heads up all mentor programs - family to family. Organizes socialization opportunities for parents and families. May assist Principal in giving school tours. Acts as President during his/her absence and assists as needed with the President's duties. Vice President secures the binders and information needed to prepare for the following school year's board, works closely with recording secretary to secure/update binders for committee heads and works with room parent coordinator to secure /update binders for room parents.

c. Recording Secretary: Record and publishes proceedings of the PC Board meetings, Executive Board meetings, and general business meetings. Maintains electronic and physical Parent CORPS archives, adding and removing artifacts as needed. Archives are kept in the file cabinet in the loft, to right, of back of the stage in gym. Archives for finances must be kept for 7 yrs back. archives for regular parent CORPS info can be kept in each binder of the duty being served. This history close at hand help events to stay consistent. Responsible tracking bylaws changes. Manages the review and Board Member signoff of bylaws at term start. Helps secure and update the binders for the committee chairs for the following year.

d. Corresponding Secretary: Prepares or assists the preparation by committee chairs of notifications, invitations, reminders, and such forms relative to PC sponsored events and news. Manages PC social media accounts. Updates electronically the PC section of the school website. Works directly with school front office and parish office to make sure that information is

communicated correctly and in a timely fashion. Works closely with the president to get the calendar set for the and joint with the parish, school, CYO, Padua music, etc. events as to prevent conflicts prior to the start of the school year.

e. Treasurer: records all transactions involving the receipt or expenditure of money; pays all bills when properly authorized to do so; keeps itemized accounts of all transactions; and reports condition of the treasury at each business meeting; establishes and maintains checking account at Citizens Bank, branch located on Broadview Rd. in Broadview Heights. Prepares checks to pay only items approved by the President or a vote of the general membership. Reconciles account statements monthly. Works with the Assistant Treasurer, who handles receipt of monies. Prepares books for audit annually and submits them at the end of the fiscal year to designee of the Parish Finance Commission. Communicates a form for committee leads to fill out for request checks. Writes checks and gets them properly to the volunteer within a reasonable time frame (2-3 days).

f. Assistant Treasurer: handles the receipt of monies coming in. Communicates a form for committee leads to turn in with deposits. Gets deposits into the bank in a timely fashion (2-3 days after receiving the funds). Gets paperwork from deposits back to the treasurer in a timely fashion (2-3 days).

g. Room Parent Coordinator: Communicates information between the PC President, the School Principal, the teachers and the room parents. secures room parents for each school year. holds teachers accountable for good communication regarding needs of the classroom for parent volunteers. Holds room parents accountable for securing volunteers for all events needed for the school year for each classroom prior to each October for all events through the end of the school year.

## Article V Meetings

### Section 1. General Business Meetings

There will be a minimum of five (5) general business meetings per school year, i.e. September, November, January, March, and May. Monthly meetings may be held in any school year, if it seems necessary and beneficial. Monthly meetings tend to build more community in any given school year. Date, time and location of the meetings are at the discretion of the Board. All member parents and teachers are invited to attend all general business meetings. All committee chairs are expected to attend when matters of concern relative to their particular committee are to be addressed. Special meetings or sponsored events may be held as needed. All officers are required to attend at least 5 general meetings.

### Section 2. Executive Board Meetings

The Executive Board shall meet once prior to the close of the previous school year to review the past year budget and meet before the beginning of the new school year, each year. At this time, the PC budget for the new school year shall be set. Additional meetings shall be called by the President as may become necessary. These meetings shall be held at a time and location

as to allow the Principal to attend. Minutes will be taken at these meetings and circulated to all Board members. [SEE AMENDMENT III REGARDING DRAFT BUDGET](#)

## [Article VI Amendments](#)

Any major amendments to this code of regulations must be proposed in writing and must be read at a Board meeting and/or one (1) general business meeting, whereupon each amendment is presented for adoption and becomes effective on receiving a favorable vote from a majority of those members present. The Executive Board may approve minor changes to these by-laws.

## [Article VII Special Rules](#)

### [Section 1. Speakers](#)

Members must obtain consent of the President and must speak only upon the subject at hand. Speaker must have due respect for fellow members and promptly yield to the President's call to order. Time restraint to be limited according to subject at hand.

### [Section 2. Sufficient Funds](#)

No expenditures shall be voted on or authorized unless sufficient funds are on deposit in the treasury to cover the amount of the authorization. Expenditures in excess of five hundred (\$500.00) dollars must be approved by a majority vote of those members attending the regular business meeting.

### [Section 3. Quorum](#)

Five officers and at least five additional PC members present at a meeting will constitute a quorum. A quorum should be present at all meetings before legal business can be transacted.

### [Section 4. Order of Business](#)

- a. Call to Order
- b. Prayer
- c. Fundraising Report
- d. Treasurer's Report
- e. Committee Reports
- f. New Business
- g. Old Business
- h. Adjournment

## [Article VIII Standing Committees](#)

The President may appoint and dispose of as many committees, and their chairs, as is deemed necessary to further the best interest and welfare of this organization. All committee chairs and services coordinators MUST be PC members, and properly trained and supported by officers.

## [Article XI Finances](#)

The fiscal year of PC shall begin July 1 and end June 30 of the following year. The books of the general account will be available for audit at the close of the fiscal year by the Treasurer, if such audit is requested by a designee of the Parish Finance Commission.

A minimum of five hundred (\$500.00) dollars shall be kept in the PC bank account at all times. A carry-over amount at the end of the PC year shall be no less than Two Thousand (\$2,000.00) dollars. Actual fund disbursements are subject to Board approval. The President and the Treasurer will be the only signers on accounts.

The Assistant Treasurer will receive all monies for PC and deposit them in the general account. The Treasurer shall receive and reconcile bank statements and prepare checks.

A draft budget shall be compiled by the Treasurer together with the Executive Board at the board meeting in April board meeting. This budget will be approved by the Executive Board at First board meeting in August, first, and then by general membership at the first August welcome back PC meeting of the school year.

#### [Amendment I \(From May meeting of 2022\):](#)

The term of office for the President shall be a one year term, and be filled by the current Vice President for the following school year. The current President then participates in the following school year as Past President. The Past President serves for one year on a “as needed basis” to serve the needs of the current president. The past president commits to attending at least 1 general PC mtg per semester..

This amendment then changes the Vice President’s term to a one year commitment as vice president, followed by a one year commitment as the President, and then an as needed basis for one year as the past president. The immediate past president commits to attending 2 or more general pc meetings in the year following his/her presidency.

#### [Amendment II \(from November meeting of 2022\)](#)

No one parent volunteer shall serve more than 5 **consecutive** years in a board position.

#### [Amendment III \(from November meeting of 2022\)](#)

The draft of the budget for the following school year will be compiled and presented by the treasurer by June 1st and then ready to present to the August opening school year board meeting and ready to vote on the general PC mtg by September.

#### [Amendment IV \(from April board meeting 2023\)](#)

The Vision Task Force Representative is no longer a board position, but rather a biannual obligation to report to PC after the Vision Task Force has their meeting.

There will be a Principal Panel Representative now reporting back to PC after their quarterly meeting.