

**Benilde-St. Margaret's
Parent Association
By-Laws**

ARTICLE I – Meetings

1. This organization shall hold its General Board Meetings at the school on the first Thursday of the month of the school year, or as scheduled by the board.
2. All General Meetings of the BSM Parent Association shall be open meetings.
3. The members present at a General Meeting shall constitute a quorum for the transaction of business at the monthly meeting.
4. For the transaction of business at an Executive Committee meeting there must be a quorum.
5. At the request of the majority of the members of the Board the President may call a special meeting. The business transacted at such special meetings shall be only that for which the meeting was called.
6. All bills and accounts of the Treasurer shall be audited at the close of the term of office and a written report shall be submitted to the general assembly at the beginning of the following year.

ARTICLE II – Nominations and Appointments

1. The general membership shall be notified in January and February that applications for the Parent Association board positions shall be accepted in writing until February 20.
2. The Nominating Committee shall consist of the Chairperson (board adviser), the President, the Vice President, the Ways & Means Chairperson, the Social Programs Chairperson, and a BSM staff member appointed by the Adviser.
3. The Nominating Committee shall convene after January 1.
4. The members of the Nominating Committee, as described in Article II Section 2, under the direction of the Adviser, shall appoint (in closed session) the BSM Parent Association Board for the following school year.

ARTICLE III – Conduct of Meetings

1. Rules of governing this organization shall be those set forth in *Roberts Rules of Order Revised* when not otherwise provided for by the Constitution and By-Laws.

ARTICLE IV – Spiritual Benefits.

1. The Holy Sacrifice of the Mass shall be offered for:
 - Deceased student in school
 - Deceased member of student's immediate family
 - Deceased faculty, staff, administration, and their immediate families
 - Deceased priest and his parents
 - Deceased member of the Parent AssociationOn other occasions Mass cards may be sent with the approval of the President

2. In case of serious illness, cards will be sent to:
 - Students in school and their immediate families
 - Faculty, staff and administration and their immediate families
 - Priests and their parents
 - Board members and their immediate familiesCards may be sent to chairpersons heading BSM Parent Association activities and on other occasions with the approval of the President.

Revised April, 2011