

# **Benilde-St. Margaret's Parent Association Constitution**

## ARTICLE I – Name

This organization shall be known as the Benilde-St. Margaret's Parent Association.

## ARTICLE II – Purpose

1. To encourage and develop the Christian spirit of Benilde-St Margaret's Community.
2. To promote the spiritual, moral and academic welfare of the students.
3. To encourage and maintain a cooperative spirit among parents, students and faculty.

## ARTICLE III – Membership

1. All parents, guardians, alumni parents and friends of Benilde-St.Margaret's School shall be eligible for membership.

## ARTICLE IV – Duties of Members

1. All members are expected to take a personal interest in the activities of the Association and to perform duties as may be assigned to them.

## ARTICLE V – Dues

1. The board may determine from time to time the amount of dues payable to the Parent Association by members.
2. Membership shall be renewed yearly; existing life memberships shall be honored.
3. Article VI, item 4

## ARTICLE VI – Officers and Standing Committees

1. The officers of the organization are to be chosen from among the parents and guardians of the students of Benilde-St. Margaret's School. They shall be President, Vice President, Adviser, Secretary and Treasurer. To be eligible for appointment, the President shall have served on the board on the Benilde-St. Margaret's Parent Association at least one year.
2. The five offices must be held by a parent or guardian whose son or daughter is currently enrolled at Benilde-St. Margaret's School. Should the student leave school before the term of office has expired, the officer may finish the term if desired.
3. The President of Benilde-St. Margaret's School shall be the adviser to whom all questions of importance shall be presented before final action is taken. The President of BSM shall be ex-officio member of all committees.
4. The Nominating Committee shall appoint the following chairpersons: Faith & Wellness, Hospitality, Junior High Activities, Social Programs, Spirit Shop

(with recommendation by Spirit Shop managers), Student/Faculty Recognition, Ways and Means, and any other chairpersons as necessary.

5. The Vice President shall act as membership chair for the Parent Association. The immediate past President shall act as Adviser.
6. Terms of President and Adviser shall be no more than one year. Terms of Secretary and Treasurer shall be no more than two years. A committee chairperson may hold office for more than two consecutive years with the approval of the existing board.

#### ARTICLE VII – Duties of Officers

1. It shall be the duty of the President to preside at the meetings of the organization; to enforce a due observance of the Constitution and By-Laws; to decide all questions of order; to offer for consideration all motions regularly made; to apportion duties on the recommendation of the Executive Committee; to call all special meetings; to appoint all committees not otherwise provided for; and to perform such duties as the execution of the office may require. The President shall be ex-officio member of all committees, except the Nomination committee.
2. It shall be the duty of the Vice President to serve a one-year term and report to the Parent Association President; to preside in the absence of the President; to compile a list of volunteers and forward it to appropriate committee persons or board members.
3. It shall be the duty of the Secretary to keep the minutes and all records of the organization and to perform such clerical work as the organization may see fit to require.
4. It shall be the duty of the past President to serve as Adviser, to chair the Nominating committee and to chair the Long Range Planning committee.
5. It shall be the duty of the Treasurer to oversee the proceeds of all entertainments, parties and monies earned and paid through the BSM Parent Association and report on the financial activities to the BSM Parent Association Executive Committee and Board. BSM Finance will be responsible for obtaining all monetary receipts and providing detailed financial reports to the Parent Association Treasurer. BSM Finance will pay all bills on order of the Board of the BSM Parent Association and report it to the Treasurer.

#### ARTICLE VIII – Executive Committee

1. The five officers (President, Vice President, Adviser, Secretary and Treasurer) and chairpersons of standing committees (Ways and Means and Social Programs), as well as a representative of BSM appointed by the BSM president shall constitute an executive committee known as the Executive Committee of the BSM Parent Association. Their duties shall be to act as a committee for preparing the work and promoting the interest of the BSM Parent Association. This board shall pass on all bills.

2. Meetings of the Executive Committee shall be held at least once a month during the school year.
3. All officers and chairpersons, upon expiration of their term of office, shall deliver to their successors all monies, accounts, papers or other property pertaining to the office and shall extend assistance to the incoming officers and chairpersons.
4. A committee member shall be replaced after missing three committee meetings without a valid excuse or if the job description is not being fulfilled. The action shall be by consensus of the Executive Committee.

#### ARTICLE IX – Board Positions

The Parent Association will consist of members holding the following positions: President, Vice President, Adviser, Secretary, Treasurer, Social Programs, Ways and Means, Faith & Wellness, Hospitality, Junior High Activities, Spirit Shop, and Student/Faculty Recognition. Assistant chairs are not board positions.

#### ARTICLE X – Amendments

The Constitution may be amended at any regular meeting by a two-thirds vote of the members. Such amendment having been submitted at the regular preceding meeting and a notice therefore sent with the call for the meeting, a vote shall be taken on the proposed amendment.

Approved: April 4, 2013