

MARIN CATHOLIC HIGH SCHOOL PARENTS' ASSOCIATION BYLAWS

(As Approved by the MCPA Board on March 2, 2011-- To be ratified by the general membership at the MCPA General Meeting on March 23, 2011)

Article I

Name

The name of this organization shall be the Marin Catholic High School Parents' Association (MCPA), which is the parent association of Marin Catholic High School (MC).

Article II

Mission Statement

To promote and foster communication, respect and mutual understanding among MC parents, teachers, staff and students by supporting the MC tenets of Faith, Knowledge and Service. The MCPA encourages and facilitates parent involvement and participation in fundraising and community outreach. The MCPA also fosters the spirit of friendship and inclusiveness throughout the MC community by sponsoring community-building activities.

Article III

Membership

- Section 1. Membership shall be open to anyone interested in furthering the mission of MC and the MCPA.
- Section 2. The annual dues of this organization shall be determined by the MCPA Board during the May MCPA transition meeting. The amount of the dues shall be determined by reviewing the most current Profit and Loss Statement and voting on whether a change in membership dues is necessary for the following year. The dues shall be payable at the first meeting in September or at any other time

during the year. If a family is unable to pay the annual dues because of financial hardship, a scholarship can be provided.

Section 3. The MCPA membership will consist of the following:

- a) Members of the MCPA Board
- b) Event and Special Committee Chairpersons
- c) General Members

Section 4. All Members of the MCPA Board, Event, and Special Committee Chairs must be MCPA members in good standing. Any dues owed must be paid by the start of the school year.

Article IV Events

Section 1. The MCPA will host the following fundraising events each year: The Fashion Show and The MC Boutique and Sample Sale.

Section 2. The MCPA will host the following community-building events each year: The Welcome Coffee, The Freshman Parent Social, The Sophomore Parent Social, The Junior Parent Social, The Seniors & Parents Dinner, The Faculty Christmas Luncheon, Staff Appreciation Day, The Father Daughter Dinner Dance, The Mother Son Dinner Dance, Mom's Night Out, The MCPA Christmas Luncheon, Safe & Sober Grad Night,

Section 3. All MCPA events are conducted under the auspices of MC, and will comply with MC policies. Insurance coverage for the events will be provided by MC.

Article V Funds

Section 1. Funds of the MCPA are generated by dues, events and fundraisers, and will be used to benefit the programs of MC.

Section 2. The Fashion Show and the MC Boutique and Sample Sale are considered fundraisers for MC and for Safe & Sober Grad Night respectively.

Section 3. All MCPA functions and events other than the Fashion Show and the MC Boutique and Sample Sale are considered community building in nature. As such, “no charge” events will be expected to operate within a small operating budget, and “charge” events will be expected to break even financially.

Article VI Meetings

Section 1. General meetings of the organization will be scheduled throughout the school year at the direction of the MCPA Board. All general meetings will be posted in the annual school calendar and announced in the school’s *MC Notes* email bulletin.

- a) The President and the Principal of Marin Catholic shall be invited to attend all general meetings.
- b) For voting purposes, the quorum of this organization shall consist of ten (10) members in attendance at a general meeting.
 1. There shall be no proxy vote.
- c) No candidate for public office, political advocate, or commercial vendor of any kind shall be permitted to make a presentation or sales promotion at any meeting of the organization.

Section 2. Special meetings shall be called by the MCPA Co-Presidents as needed.

Article VII MCPA Board

- Section 1. The MCPA Board shall be the policymaking body of the organization.
- Section 2. The elected Officers of the MCPA shall be two (2) Co-Presidents, a First Vice-President, a Second Vice-President, a Recording Secretary, a Corresponding Secretary/Volunteer Coordinator, a Treasurer, and a Membership Chairperson. All elected officers shall have voting rights.
- Section 3. The elected Members of the MCPA Board shall be a Historian, a PAWS Community Support Chairperson, a Hospitality Chairperson, a Closet Keeper, and an ESCRIP Chairperson. All elected members of the Board shall have voting rights.
- Section 4. The Co-Presidents of the MCPA shall annually appoint a Parliamentarian who shall be a voting member of the MCPA Board.
- Section 5. The elected officers and members of the MCPA Board shall be elected annually and may not hold the same office for more than two consecutive one-year terms.
- Section 6. The elected officers and members of the MCPA Board shall be limited to serving no more than three consecutive one-year terms on the Board. They shall be eligible to be re-elected to the Board for another three years after a one year absence from the Board. An exception to the three consecutive year term limit shall be made in the case of a person being elected to the office of Co-President. That person shall be eligible to serve as Co-President for two years, and as Parliamentarian following their term(s) as Co-President (if so appointed), even if holding these offices causes them to exceed the normal three year term limit. This exception is made in recognition of the perceived importance of historical perspective and experience in serving in the offices of Co-President and Parliamentarian.
- Section 7. Selection of MCPA Co-Presidents:
- a) It is highly desirable that each Co-President shall serve in their position for two consecutive years in staggered terms. This would make it possible to have one returning and one new Co-President each year.

- b) Whenever possible, a member elected to the office of Co-President shall have either previously served on the MCPA Board for at least one year, or served as Chair or Co-Chair of at least two major MCPA Events. If a candidate for Co-President has not previously served in either of these capacities, they must have been a parent of a current student at MC for a minimum of two (2) years.
- c) It shall be policy to select a 1st Vice-President who is considered to have sufficient experience serving within the MCPA and/or participating in the MC community that (s)he would be considered for Co-President at the conclusion of her/his term. (S)he may be offered the nomination for Co-President for the following year if (s)he is willing to accept it, and has the approval of the Nominating Committee.

Section 8. Elections:

- a) The Nominating Committee:
 - 1. The Parliamentarian shall be the Nominating Chairperson. In January the Nominating Chairperson shall appoint to the Nominating Committee three (3) members, representing, in so far as possible, different parishes and different class levels. No person shall be eligible to serve on the Nominating Committee for two (2) consecutive terms.
 - 2. Members of the Nominating Committee shall be barred from accepting nominations for any MCPA Board position.
 - 3. The Nominating Committee shall meet at appropriate times prior to the spring business meeting. The first meeting of this committee shall be called by the Parliamentarian.
 - 4. If the Co-Presidents feel they have adequately fulfilled the duties of their office, current MCPA Board members may be invited to return to their position for a second term.

5. All efforts should be made to establish a Board composed of experienced members as well as new members.

b) Procedure:

1. In February, all members of the MCPA shall be invited to recommend candidates to the Nominating Committee for MCPA Board positions.

2. At the general meeting usually held in April, the Parliamentarian shall present a recommended slate of candidates, all of whom have the approval of the Principal of MC. The Co-Presidents shall ask for nominations from the floor. If there are no additional nominations, the Secretary shall be instructed to cast a unanimous ballot for the slate of candidates presented. If there is more than one candidate for a given position, a vote will be taken. Elected Board members shall be installed in May, taking over their duties at that time, except in connection with end of the year events such as Safe & Sober Grad Night.

3. The outgoing MCPA Board must meet with the incoming MCPA Board by May 31st of each school year at a transition meeting with the purpose of passing on duty binders and ensuring a smooth transition of responsibilities.

c) The MCPA Board shall have the power to fill any vacancies within its own body.

Section 9. Duties of MCPA Board Members:

a) General Duties:

1. MCPA Board members are expected to attend all general MCPA meetings, all Board only meetings, and the Welcome Coffee at Freshman Orientation.

2. Board members must attend/volunteer for at least five MCPA events throughout the year. (Welcome Coffee, Father Daughter Dinner Dance, Mom's Night Out, Mother Son

Dinner Dance, Faculty Christmas Luncheon, Staff Appreciation Day, Spirituality Retreat, Fashion Show, Safe & Sober Grad Night, Class Socials). This is a way to meet other members, foster a sense of community, and encourage involvement and attendance at MCPA meetings and events.

3. Recommendations of the MCPA Board must be presented to the general membership for approval.
 4. The Board shall approve to defray expenses for the Co-Presidents and/or their delegate when officially representing the MCPA. It shall also determine the allowable value of the end of term gifts of appreciation to the Co-Presidents (to be selected by the First Vice-President).
 5. Each MCPA Board member shall transfer to their successor all records, books, funds and other materials pertaining to their position by May 31st of each school year, or immediately in case of resignation.
- b) The Co-Presidents shall preside at all general and MCPA Board meetings and shall conduct them by a formal order of business. It shall be their duty to appoint a Parliamentarian, all Event Chairs, as well as all Special Committees they deem necessary. At least one Co-President shall attend all MCPA events as a representative of the MCPA Board. They shall represent the MCPA at meetings of the MC Regents and the MC Parent Advisory Board when requested. They shall be responsible for representing the MCPA and its Event Chairs in interfaces/coordination with the MC Administration/Business Office and other MC groups. They shall support the Event Chairs whenever necessary throughout event planning and execution in order to facilitate the Event Chairs' success. They shall approve all MCPA expenditures prior to payment.
- c) The First Vice-President shall perform the duties of the Co-Presidents in the event of their absence or inability to act and shall render the Co-Presidents all required assistance. (S)he shall chair the MCPA Christmas Luncheon. (S)he shall provide guidance to Event Chairs on procedural issues and shall

conduct an orientation meeting for all Event Chairs at the beginning of the school year at which time chair binders and other information can be distributed. (S)he shall coordinate the completion of an annual chair report and the collection of the chair binders after events so they can be safeguarded and used as a resource for the following year's chairs. (S)he shall select an appropriate gift of appreciation to be given to the Co-Presidents when they leave office at the last meeting of the year.

- d) The Second Vice-President shall act as the MCPA leader of spirituality. (S)he shall select and lead the prayer at the start of MCPA meetings, and shall assist the MC President with the MC Spirituality Retreat. Because of the Second Vice-President's role as spirituality leader, (s)he should be a practicing Catholic. (S)he shall act as program chairperson for the MCPA, arranging speakers for meetings and assisting the Co-Presidents and First Vice-President as needed.
- e) The Recording Secretary shall attend all meetings of the organization and of the MCPA Board in order to make and keep an accurate and permanent record of the proceedings (minutes) of all meetings. (S)he shall submit the minutes for review by the Board, and make such corrections as may be directed.
- f) The Corresponding Secretary/Volunteer Coordinator shall conduct the necessary correspondence of the organization. (S)he shall send thank you cards on behalf of the MCPA to Event Chairs following MCPA sponsored events. (S)he shall send expressions of thanks, care, concern, sympathy, congratulations, or other sentiments as appropriate to the MC community on behalf of the MCPA. (S)he shall be authorized to purchase necessary cards and stamps for correspondence, meeting notices, and invitations to special events. (S)he shall notify the Co-Presidents and the PAWS Community Support Chairperson if any situation comes to her/his attention which may need support services. In her/his role as Volunteer Coordinator, (s)he shall collect all the MCPA volunteer forms from the summer mailer, as well as the lists gathered at the

Welcome Coffee, and organize the names under each event and distribute these lists directly to the appropriate Event Chair.

- g) The Treasurer shall be responsible for:
1. Handling all funds accumulated by the MCPA, and ensuring that they are properly deposited into MC accounts; keeping an itemized accounting of all receipts and disbursements; reconciling the MCPA general ledger each month to the MCPA portion of MC's general ledger; and preparing a monthly itemized financial report available to the membership. A copy of the written monthly itemized report shall be given to the Co-Presidents and Recording Secretary.
 2. Approving the selection of the Fashion Show Treasurer, and overseeing the accounting procedures/records of the Fashion Show in order to ensure that they accurately reflect the financial transactions of the fashion show, and can be consolidated with the rest of the MCPA financial records to provide an accurate accounting of the finances for the MCPA as a whole.
 3. Verifying with all MCPA Event Chairs the final accounting for each event in order to ensure that all event finances were accounted for properly. This should occur within 30 days of the event.
 4. Ensuring that donations are properly documented and submitted to the Advancement Office for credit to the donor's annual statement.
 5. Ensuring that the MCPA general ledger and all supporting documents are available for review/audit by MC Administration/Business Office and/or its auditors.
- h) The Membership Chairperson is responsible for collecting dues and submitting them to the MCPA Treasurer, and for maintaining the record of current MCPA members. (S)he shall act as chairperson, assisted by the MCPA Board, for the MCPA Welcome Coffee on Freshman Orientation Day. The

Membership Chairperson shall verify that all persons serving on the MCPA Board or acting as Event, or Special Committee Chairpersons are current members of the MCPA.

- i) The Parliamentarian shall be appointed by the Co-Presidents and will advise the Co-Presidents or the assembly on parliamentary procedure when called upon to do so. (S)he shall chair the Nominating Committee and shall present the approved slate of candidates for office at the general meeting at which elections will take place. It is hoped that the retiring Co-President will accept this post, but if (s)he declines, the Co-Presidents will appoint a parent who has previously served on the MCPA Board.
- j) The Historian shall create a photo album/scrapbook covering all MCPA events as well as maintain a file which shall include copies of invitations and notices of meetings, newspaper clippings, programs for special events and annual reports. The Historian shall submit all photographs to the MC Director of Communications to share on the MC website galleries within four (4) days of the event. The Historian's file shall be turned over to the incoming Co-Presidents for their use and reference and then placed on permanent file.
- k) The “Parents Assisting With Support” (PAWS) Community Support Chairperson shall be notified of members of the MC community (faculty/staff or MC families) who may be in need of special support by the MCPA. (S)he will work with the person/family to assess the type of help needed (meals, transportation, etc.) then coordinate volunteers who can provide the support to them.
- l) The Hospitality Chairperson shall act as the “official” host at all general meetings and other meetings as directed by the Co-Presidents. (S)he shall see that all members and guests are made to feel welcome and become acquainted with others. (S)he will take charge of the serving and clean-up of refreshments at all general meetings.

- m) The Closet Keeper shall be responsible for maintaining the MCPA storage closet and safeguarding the items stored within it. (S)he shall maintain an inventory record of items stored in the closet as well as log-sheets for items checked in and out of the closet for various MCPA events, or “borrowed” by another group. (S)he shall maintain procedures restricting closet access to only authorized persons, thereby safeguarding the stored items and the integrity and organization of the closet inventory. (S)he shall determine the appropriateness of loaning items to other groups, and may, with the consent of the Co-Presidents, require a monetary deposit for the borrowing of items. (S)he shall keep an inventory of supplies stored in the closet and shall be responsible for the purchase and/or replacement of supplies.
- n) The Escrip Chairperson shall be responsible for educating the parent body about Escrip and encouraging participation in the Escrip program. (S)he shall be in charge of publicizing Escrip in coordination with the MC Advancement Office, and processing enrollment forms. (S)he shall act as the liaison with the Escrip Program.

Section 10. The quorum of the MCPA Board shall consist of a simple majority of its members.

Article VIII

MCPA Event Chairpersons and Special Committee Chairpersons

Section 1. The following MCPA events shall have two co-chairpersons, one designated as the “Lead” Chairperson (a person who has co-chaired the event previously, so has experience in successfully chairing the event) and the other designated as the “Shadow” Chairperson (a person who has not previously co-chaired the event, but who has expressed the willingness to co-chair the event for two consecutive years, so will become Lead Chairperson the following year): Father Daughter Dinner Dance, Mom’s Night Out, Mother Son Dinner Dance, Fashion Show, Safe & Sober Grad Night.

Section 2. Whenever possible, Event Chairpersons for MCPA events not specifically covered in Section 1 above, may only serve as chairperson for the event for up to two consecutive years.

Section 3. Limitations on Lead and Shadow Chairperson positions:

- a) Whenever possible, a Lead Chairperson may serve only one year as Lead Chairperson for any specific MCPA event, with the exception of the Fashion Show.
- b) Whenever possible, Lead Chairpersons for the Fashion Show may not serve for more than two consecutive years.
- c) The Lead Chairperson of an event must involve the Shadow Chairperson so as to help that person learn what needs to be done to continue making the event a success.
- d) Whenever possible, the Shadow Chairperson will take over as Lead Chairperson the year following their inauguration in order to stagger the transition between co-chairs and provide more consistency in leadership for the event. This includes the Fashion Show.
- e) Whenever possible, a person may not chair more than two MCPA events in the same school year. This broadens the volunteer opportunities and participation for all MCPA members.

Section 4. All chairpersons must have all communications to entities outside MC pre-approved by the MC Director of Communications. The MCPA Co-Presidents should be copied on any communications submission.

Section 5. All Event and Special Committee Chairpersons must be official members of the MCPA, having paid their dues for the current school year.

Section 6. Annual reports shall be compiled by all Event Chairpersons and shall be submitted to the First Vice-President, along with their chair binder and all other event records within forty-five (45) days of the

event. In case of resignation, this transfer must take place immediately.

- Section 7. Each Special Committee Chairperson shall complete an annual report of the work accomplished by their committee. They shall transfer to the First Vice-President all records, books, funds or other material pertaining to their chairmanship within forty-five (45) days of the end of their term. In case of resignation, this transfer must take place immediately.

Article IX Amendment of Bylaws

- Section 1. The preceding bylaws may be amended at any general, special, or MCPA Board meeting. A two-thirds (2/3) vote of the registered members present at any general or special meeting shall be required to enact, repeal or amend a bylaw.
- Section 2. Petitions to enact, repeal or amend a bylaw may be proposed in writing at a general meeting, or by a majority of the MCPA Board, and voted upon at the next general meeting.

Revised March 2, 2011