

**BYLAWS OF THE NOTRE DAME DES VICTOIRES
PARENTS' ASSOCIATION
NDVPA**

ARTICLE I

Name:

This organization shall be known as the "Notre Dame des Victoires Parents' Association" – NDVPA, and will only be known as a non-profit, charitable association, and part of Ecole Notre Dame des Victoires.

Article II

Objectives:

The objective of the Parents' Association is to encourage participation of all school parents in the activities of the association.

This organization provides FUNDS and SERVICES to the school for the purchase of instructional materials, educational enrichment, cultural presentations, equipment and support for the athletic programs and/or any improvements considered appropriate.

The Association identifies the needs of the students and faculty of the school and provides funds for those needs. This financial assistance is achieved through fund raising events sponsored by the association and dues known as Enrichment Fees.

ARTICLE III

Membership:

Members of this Parents' Association shall be the parent (s) or guardian (s) of the students of Notre Dame des Victoires School. Membership is required. The dues per school year, known as Enrichment Fees, which is from term commencement in August to term closing in June, shall be determined each year. Dues are payable as fees to the School at or before the commencement of the school year. All members are encouraged to attend general membership meetings held throughout the school year.

ARTICLE IV

Officers:

Section 1. The Parents' Association shall be directed by duly elected officers and board members who at the time of their election are parents of a regularly enrolled student (s) of Notre Dame des Victoires School.

Section 2. The Officers of the Executive Board shall be comprised of CO-CHAIRPERSONS, one male and one female parent/guardian, CO-TREASURERS (3), CO-SECRETARIES (2), CO-CHAIRS of SPORTS (2), EVENT CHAIRS (2), ROOM PARENT LIASONS (2), CULTURAL CHAIRS (2), and HOSPITALITY CHAIRS (2). In addition, there shall be a minimum of nine (9), a maximum of eighteen (18) who will comprise the Advisory Board, with at least one representative from each grade; the Executive and Advisory Boards shall each maintain a gender balance so that no more than 57% of either board shall be comprised of men or women.

Section 3. The term of office shall be one (1) year with the exception of the CO-CHAIRPERSONS for whom the term shall be two (2) years. It is expected that a Board member, Executive or Advisory, should not serve more than five (5) consecutive years. A period of one (1) year out of office (Executive or Advisory) shall be observed before he or she may be considered for election to a Board position again. (See section 12)

Section 4. The CO-CHAIRS shall officiate at all meetings of the Parents' Association. They will be an ex-officio member of all committees and have the power to create necessary committees. She or he shall call together committee and special board meetings at her or his discretion. The Co-Chairs, at the beginning of their term, will confer with the Principal and from time to time thereafter, to ascertain worthy projects to be supported by the Parents' Association. The Pastor may be consulted on any matter deemed necessary by the Co-Chairs and or the Advisory Board. The Co-Chairs will make notification of Advisory Board meetings to all board members prior to the meeting date.

Section 5. The TREASURERS shall take charge of all funds and properties of the Parents' Association. They receive all funds for bank deposit, keeping record of all accounts. They shall give a report of the monthly financial transactions at each regular meeting. A member of the Pastoral Team (Principal, Pastor, Associate Pastor) shall sign all checks of the Parents' Association. Any check in excess of \$500.00 shall require two signatures. The Treasurer with the Budget Committee (Executive Board) shall prepare a budget for each fiscal year.

Section 6. The SECRETARIES shall provide a permanent record of the meetings of the Parents' Association (board and general meetings). These minutes should be approved at each regular meeting. A copy of the approved minutes shall be available at school. She or he will be responsible for keeping an accurate attendance

record at these meetings. The SECRETARIES shall conduct the necessary correspondence of the Parents' Association.

Section 7. The HOSPITALITY CHAIRPERSONS shall be responsible for organizing and creating receptions for various activities and functions throughout the school year.

Section 8. The SPORTS CHAIRPERSONS shall provide support and oversight for the Sports Program, funding, team play through CYO or other athletic organizations; assist the Athletic Director, Coaches and act as liaisons with parents.

Section 9. The EVENTS CHAIRPERSONS shall be responsible for all fund-raising affairs and recruit and support the individuals chairing the events.

Section 10. The ROOMPARENT CHAIRPERSONS shall be responsible for recruiting Roomparents and acting as a liaison between the Parents' Association and the Roomparents. They shall also be responsible to call a meeting of all Roomparents at the beginning of each school year to review Roomparent responsibilities.

Section 11. The CULTURAL EVENTS CHAIRPERSONS shall be responsible for providing support for the cultural events and outings planned by faculty.

Section 12. The ADVISORY BOARD shall include a minimum of nine (9), and a maximum of eighteen (18) members, with at least one representative from each grade. They shall perform such duties as assigned to them by the Co-Chairs. They shall vote on all matters and motions presented at meetings at which they are in attendance. It is expected that after serving two (2) years, an Advisory Board member may move to an Executive Board position.

Section 13. The PRINCIPAL and the PASTOR are ex-officio members of the Parents' Association Board.

ARTICLE V

The Executive and Advisory Boards:

Shall meet once a month to discuss and plan activities of the Parents' Association. This Board is responsible for the disbursement of funds that have been raised during the school year in accordance with the adopted budget. All members of the Executive and Advisory Boards in attendance shall be entitled to vote on any measure or motion properly made at a meeting.


Advisory Board members are encouraged to chair or co-chair events of the Parents' Association.

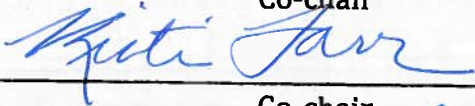
All appropriations by the Executive and Advisory Boards over \$500.00, not itemized on the budget, are subject to the approval of a simple majority of the membership present at the board meeting. The Boards must have a quorum (i.e. a simple majority) in order to have a valid vote. Written proxies casting such votes may be permitted to constitute a quorum.


The Co-Chairs shall set the time and place of the Executive and Advisory Board meetings, and all members are to be notified. Dates for Board meetings will also be posted to the main calendar and noted in the Wednesday newsletter.


This Board of the Parents' Association shall meet at least eight (8) times between September and May, to carry on the business of the Association. Special meetings may be called at the direction of the Co-Chairs. Attendance is required at all Board meetings. Three (3) excused absences may be allowed if notification is made to the Secretary prior to the meeting. A member will be notified if he or she fails to fulfill their attendance responsibility.

These are the revised Bylaws approved by the NDVPA on October 4, 2017.

Signed 
Co-chair

Signed 
Co-chair

Signed 
Principal

Signed 
Pastor