

By Laws for Villa Maria Academy Parents Association

Article I Name

The name of this Association hereinafter referred to as the “Association” is the Villa Maria Academy Parents Association.

Article II Mission

The mission of this Association shall be:

1. to support the school and its strategic and operations goals;
2. to serve as a representative and coordinating body for all the parents of VMA students;
3. to support VMA in promoting the educational interests for which the school stands;
4. to foster enhanced communication and cooperation among the parents, the faculty, the Advisory Board and the administration;
5. to promote activities that enhance school and community spirit;
6. to serve as a vehicle by which funds may be raised for the welfare and benefit of the school and the students;

Article III Membership and Dues

Any parent or guardian of any student of VMA is a member in the Association. Dues are automatically assessed. Each member shall be entitled to cast one vote upon any matter properly brought before a meeting of the membership.

Article IV Appointment of Officers

1. The Officers of this Association may be appointed by the current members of the Association.
2. Nominations shall be solicited from the Association prior to the January general meeting.
3. The President of the Association shall present the candidates at the general meeting in January.
4. Additional nominations from the floor may be made prior to the January general meeting with the consent of the nominees.
5. The Executive Committee Officers shall serve two-year terms with the option to continue for additional years.
6. It is anticipated that the Vice President will take the place of the President after his/her term.

Article V Duties

The President:

1. The President shall preside at all meetings of the Association and of the Executive Committee and shall be an ex-officio member of all committees.
2. The President shall direct activities and actions of the Association in consultation with the Officers and the school’s Principal with the support of the Director of Special Events.

3. The President shall regularly report on the activities and affairs of the Association to the Advisory Board of VMA.
4. The President shall receive all event reports from event chairs and approve all check requests.

The Vice President:

1. The Vice President shall assist the President as required; perform duties of the President in his/her absence.
2. The Vice President shall succeed the President at the end of the President's term.

The Secretary:

1. The Secretary shall record minutes of the regular meetings of the membership of the association and shall present and distribute such minutes for approval to the association.
2. The Secretary shall also be responsible for correspondence of the Association.
3. The Secretary shall maintain a notebook including all agendas, minutes and pertinent handouts from the Association.
4. The Secretary shall prepare and distribute an Association report to the Advisory Board prior to the scheduled Advisory Board meetings.

The Treasurer:

1. The Treasurer shall keep records of expenditures and receipts of the Association.
2. The Treasurer shall make a report to the Association of the status of the treasury as well as the financial results of all events at each meeting of the membership and shall do the same for the Executive Committee and the VMA Business Office.

The Communications Coordinator:

1. The Communications Coordinator shall organize a group of parent liaisons to communicate pertinent information to the membership.
2. The Communications Coordinator shall deliver pertinent information to the Director of Communication to review and distribute via the press, social media, VMA website, Edline, mass email and/or Hurricane Happenings and other appropriate avenues.

The Volunteer Coordinator:

1. The Volunteer Coordinator shall maintain the volunteer form based on the needs of the Association.
2. The Volunteer Coordinator shall maintain a volunteer list of members and distribute said list to event chairs in a timely manner.

Advancement Liaison ex-officio:

1. The Advancement Liaison shall serve as support for the Association by way of event support including Raiser's Edge, event accounting, coordinating maintenance and booking of facilities.

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Article VI Meetings

1. The Executive Committee shall meet at such times, dates and places as may be designated by the President prior to the General Membership Meeting.
2. General Membership Meetings shall be held at such times, dates and places as may be designated by the President. There shall be a minimum of four meetings per year, two per semester. Special meetings may be called by the President or at the request of the Executive Committee.

Article VII Amendments

The By Laws of the Association may be amended, repealed or otherwise modified. Amendments to these By Laws must be reviewed and approved by the Executive Committee.