

CONSTITUTION AND BY-LAWS
OF THE
Buffalo Academy of the Sacred Heart Parents' Guild

ARTICLE I: NAME

The name of the organization shall be **The Buffalo Academy of the Sacred Heart Parents' Guild.**

ARTICLE II: OBJECT

To promote good will and understanding between home and school; to cooperate with the Head of School in maintaining the high standards of the Academy; to aid the school financially and to provide families with an opportunity to socialize and interact with other SHA families.

ARTICLE III: MEMBERS

All parents and /or guardians, male or female, of all students at the Academy are members.

ARTICLE IV: PARTICIPATION

Parents/Guardians are encouraged to participate in all activities and events sponsored by the Parents' Guild as well as to assist in school-sponsored activities and events throughout the academic year.

ARTICLE IV: PARENTS' GUILD ADVISORY COMMITTEE

SECTION I: The Parents' Guild Advisory Committee shall consist of at least two representatives from each class (freshman, sophomore, junior, and senior). An alumnae couple will also be selected to join the board. Members may volunteer or may be invited to join the committee by the Head of School. No parent/guardian shall be excluded from joining the planning committee.

SECTION II: Representatives are expected to attend all meetings—Guild meetings will be held twice a year with six Advisory Committee meetings.

SECTION III: The term of office shall be for one year with an option to renew.

ARTICLE V: DUTIES OF ADVISORY COMMITTEE MEMBERS

SECTION I: Representatives are expected to attend all meetings and act as ambassadors for the class they are representing, conveying ideas and concerns from their respective classes as well as keeping parents from their class informed of Parent Guild activities and plans. Representatives are also expected to actively engage in the planning process of current events, propose additional or alternative events, and actively recruit and organize additional parent volunteers for events.

SECTION II: Representatives are also expected to make periodic financial reports at each meeting and prepare and present minutes for meetings, which will be shared with all members of the Guild through weekly Parent Reminders. These responsibilities will be assigned to representatives comfortable in the roles of financial reporting and minute keeping. Other representatives will be called upon to perform additional organizational and other responsibilities

SECTION III: Representatives will be asked to take on other responsibilities as they surface and work faithfully to maintain a healthy, vibrant school community through extensive parent involvement.

ARTICLE VI: MEETINGS

SECTION I: General meetings of the Parents Guild should be held in September and January. At the September meeting a State of the School Address shall be presented by the Head of School.

SECTION II: Meetings of the Planning Committee shall be held in August, October, December, February, April and June of each year.

SECTION III: All voting shall be at General Meetings with a simple majority to be valid and any financial decisions should include the Guild membership.

ARTICLE VII: COMMUNICATIONS

All communications to parents shall be made via email in the Weekly Parent Reminders prepared by the Academy's Business Office. As an alternative, parents may request notifications be made via US Postal Service.

ARTICLE VIII: FINANCIAL ACTIVITY

All monies shall be received and disbursed by the Academy's financial officer according to general Academy policy.