

PARENT ADVISORY BOARD BYLAWS
Bishop Garcia Diego High School
Santa Barbara, California

ARTICLE I: TITLE

The name of this organization shall be the Bishop Garcia Diego High School Parent Advisory Board.

ARTICLE II: NATURE AND PURPOSE

The Bishop Garcia Diego Parent Advisory Board shall function primarily as a school support group. Its purpose shall be to foster cooperation, communication, and community among all elements of the school. The Bishop Garcia Diego Parent Advisory Board shall work toward its purpose by:

1. Serving as a liaison among the administration, faculty, parents, and students to promote and maintain cooperation, communication and understanding.
2. Meeting supplemental educational, health, and welfare needs of Bishop Garcia Diego High School students by contributing funds when available and where appropriate.
3. Promoting the development and maintenance of strong Christian families by providing educational opportunities for parents and students, including guest speakers and informative literature as appropriate.
4. Promoting and organizing school functions.
5. Advising the principal on matters of school policy when appropriate.

ARTICLE III: ORGANIZATION

The Bishop Garcia Diego Parent Advisory Board shall have officers and representatives (hereinafter called "Board members") as specified in Article V, Section 1 which, when acting as a group, shall constitute the Parent Advisory Board (hereinafter call "the Board"). In addition, the four duly elected officers of the Board, together with the Principal of Bishop Garcia Diego High School, shall comprise the Executive Board. Special committees shall be appointed by the Board as needs arise.

ARTICLE IV: BOARD MEMBERS

Section 1: Structure and Makeup of the Board and the Executive Committee

- A. The Bishop Garcia Diego Parent Advisory Board shall be composed of the following members:
 1. The Principal and Dean of Activities of Bishop Garcia Diego High School;

2. The four duly elected officers of the Advisory Board, namely the President, Vice-President, Secretary, and Treasurer;
 3. No fewer than four and no more than six parents chosen from each grade level as Class Representative. Class Representatives from the sophomore, junior, and senior classes shall be elected at the spring General Parent Meeting, as specified in Article IV, Section 2. Freshman Class Representatives shall be chosen by the Board from among those indicating a desire to serve as such on their volunteer forms;
 4. A Hospitality Chairperson;
 5. An ASB Representative, selected from among the officers of the Associated Student Body (ASB) of Bishop Garcia Diego High School by the ASB moderator and the Student Council following the ASB election in the spring;
 6. A Faculty Representative, elected by the faculty at its first meeting of the school year;
- B. The Executive Committee of the Bishop Garcia Diego Parent Advisory Board shall consist of five members: the four duly-elected officers of the Board, namely the President, Vice-President, Secretary, and Treasurer and the Principal of the school.
- C. The number of Board members duly-authorized to vote, including the five members of the Executive Committee, shall not be more than thirty (30). Voting shall be limited to those Board members present at the time of the vote.

Section 2: Procedures for Nomination and Election of Board Members

- A. Nominating Committee, consisting of four (4) Board members, shall be appointed by the President of the Bishop Garcia Diego Parent Advisory Board, and approved by a simple majority of the voting Board members. The Nominating Committee shall be appointed in the spring of each school year, and shall present a slate of nominees at the May meeting of the Parent Advisory Board. Advisory Board nominations may also be taken from the floor at the May meeting to fill the slate of candidates as needed.
- B. When necessary, Board Members for the upcoming school year shall be elected by secret ballot and simple majority vote by those parents/guardians present at the May Parent Advisory Board meeting

Section 3: Term of Office

- A. The term of office for all Board members shall be from June 1st of one year to the following May 31st
- B. Each Board member with the exception of the school Principal, Dean of Activities, the ASB, Faculty, and Alumni Representatives, must be the parent/guardian of a currently enrolled Bishop Garcia Diego High School student. A Board member who withdraws his/her student from Bishop Garcia Diego High School, and has no other

student currently enrolled at the school must resign from the Board when the student is withdrawn.

- C. A Board member who chooses or needs to resign from the Board for any reason prior to the completion of his/her term of office, shall inform the Board in writing. The Board will then advertise the vacancy in the next edition of the school newsletter, and request that interested persons contact the Board before its next meeting, at which time the Board will choose a replacement.

Section 4: Duties of Board Members

President:

1. The President shall preside at the monthly Board meetings.
2. The President shall insure that all Board related responsibilities are adequately staffed.

Vice-President:

1. The Vice-President shall preside at Board meetings in the absence of the President.
2. The Vice-President shall assist the President in meeting Board related responsibilities.
3. The Vice-President shall assume additional duties as requested by the President.

Secretary:

1. The Secretary shall record the minutes of all Board meeting and send copies of them to all Board members during the week before the next Board meeting. The agenda for the upcoming meeting shall be included in the mailing if it is available. The secretary-treasurer shall note the date, place, and time of the next Board meeting at the conclusion of the minutes from the previous meeting.

Treasurer:

1. The Treasurer shall obtain a monthly statement of the financial activities of the Bishop Garcia Diego Parent Advisory Board from the school's bookkeeper and shall present this information at the monthly Board meeting.
2. The Treasurer shall notify the Business Manager of all expenditures of the Bishop Garcia Diego Advisory Board funds authorized by the Board so that the monies can be disbursed.
3. The Treasurer shall prepare an annual report of all Bishop Garcia Diego Parent Advisory Board financial transactions for distribution to all Board members.

Hospitality Chairperson:

1. The Hospitality Chair shall attend the monthly Parent Advisory Board meetings.
2. The Hospitality Chairperson will contact parents on an as-needed basis for assistance of baked goods, coffee, beverages, etc. for school events and functions such as Open House, Back-To-School Night, Evening of the Arts, Academic Awards Banquet, etc. The Hospitality Chairperson will coordinate and oversee that these events are set up and cleaned up regarding the specifics of the relevant hospitality.
3. The Hospitality Chairperson will delegate the task of providing appropriate desserts once per month in the faculty lounge in honor of teachers and staff whose birthday is celebrated during that month.

Class Representatives:

1. Class Representatives shall provide assistance with those activities for which parental involvement has been requested by the Class Moderators.
2. Class Representatives shall assist in arranging, on behalf of the school and the Parent Advisory Board, special events assigned to their respective classes.
3. Class Representatives shall assist in providing parent support for school events, when requested to *do* so by the Parent Advisory Board or the Administration.
4. Class Representatives may be asked to inform all parents OJ students in their respective classes of upcoming school events such as potlucks, General Parent Meetings, auctions, other fundraisers, etc., for which their presence or participation is requested. Such parent contact may be made by phone or mail.
5. Class Representatives shall ensure that there is at least one Representative from each class in attendance at every Board meeting, and that this Representative is prepared to *report* to the Board regarding class activities, both recent and upcoming. Any Class Representative not in attendance at a particular Board meeting shall promptly contact a member who was present, so as to be informed of the events of the missed meeting.
6. Class Representatives shall assist the Volunteer Coordinator by reporting any hours worked by parents at class-sponsored activities, to assure that credit is given.

ASB Representative and Faculty Representative:

1. These Representatives shall attend the monthly Board meeting and be prepared to report to the Board regarding the recent and upcoming activities of his/her organization.

2. Each Representative shall inform the Board as to any needs of his/her organization with which the Board may be of assistance.

ARTICLE V: MEETINGS

- A. The Bishop Garcia Diego High School Parent Advisory Board shall hold regular monthly Board meetings at Bishop Garcia Diego High School or at another time and place as may be designated by the Board. All meetings shall be open meetings and published in the school's monthly calendar. All parents/guardians of current Bishop Garcia Diego High School students shall be welcome to attend.
- B. The Bishop Garcia Diego Parent Advisory Board shall hold two additional meetings each year which shall be designated as General Parent Meetings, advertised as such, and listed on the school's monthly calendar. All parents/guardians of current Bishop Garcia Diego High School students are invited to attend, and encouraged to participate in these meetings.
- C. The Principal of Bishop Garcia Diego High School and the Board of the Bishop Garcia Diego Parent Advisory Board reserve the right to schedule a General Parent Meeting whenever they deem it necessary and beneficial to the school.

ARTICLE VI: AMENDING THE BYLAWS

These bylaws maybe amended by a three-fourths vote of the members of the Bishop Garcia Diego Parent Advisory Board present at any scheduled meeting who have been duly-informed in writing of the proposed changes. The Principal retains the right to amend these bylaws as required by Board of Trustee policy.

Adopted May 1999
Revised March 1999
Revised April 2002
Revised May 2008