

**Bylaws
of the
Parent Club
for
St. Francis of Assisi Elementary School**

ARTICLE I. Name

The name of the organization shall be the St. Francis of Assisi Elementary School Parent Club (hereafter called "the Parent Club").

ARTICLE II. Objectives and Purpose

The objective of the Parent Club shall be:

1. To promote open communication among the Parents, Teachers and Administration;
2. To promote spiritual and emotional growth of the children and families within the home, school and church community;
3. To provide Parents and Teachers with the information to aid in all aspects of education, growth and development;
4. To promote good will and cooperation between and among Parents, Faculty, School Administration, School Advisory Commission, and the Parish of St. Francis of Assisi Elementary School;
5. To direct and coordinate parental support to St. Francis of Assisi Elementary School through assistance activities, social functions and fundraisers; and
6. To provide Parents and Teachers with information regarding national, state and local legislation that affects Catholic Schools as well as the lives of students and Parents.

ARTICLE III. Membership

Parent Club Membership is open to the following:

1. Voting Members
 - a. Parents and guardians of children attending St. Francis of Assisi Elementary School;
 - b. Alumni of St. Francis of Assisi Elementary School; and
 - c. St. Francis Parishioners.
2. Non-Voting Members
 - a. Pastor of St. Francis Parish or his delegate; and

- b. Principal, teaching staff, and administrative staff of St. Francis of Assisi Elementary School.

ARTICLE IV. Leadership Team

The Leadership Team shall consist of:

1. President
2. Vice President
3. Secretary
4. Treasurer
5. Faculty/Classroom Representative
6. Publicity Coordinator
7. Event Coordinators
8. School Advisory Commission Representative
9. Education and Resource Coordinator

The Leadership Team shall be responsible and have the authority to do the following:

1. Conduct the Parent Club's business affairs;
2. Provide general meeting programs of interest;
3. Form committees as deemed necessary and appropriate;
4. Review all recommendations and report on their final disposition' review;
5. Review and recommend disbursements of fundraising events; and contributions after notification of and discussion and approval with the Parent Club general membership.

ARTICLE V. Leadership Duties

The duties of the officers shall be defined as follows:

1. The ***President*** shall:
 - a. Preside at and administer all regular, special and Leadership Team meetings;
 - b. Call special meeting of the Parent Club's Leadership Team;
 - c. Have co-signature authority with the Pastor, Principal, and Treasurer for payment of the Parent Club bills;
 - d. Serve as the official spokesperson for the Parent Club;
 - e. Serve as an ex-officio member of all Parent Club committees; and
 - f. Perform such duties as are incumbent of this office.
2. The ***Vice President*** shall:
 - a. Assume the duties of the President in his/her absence;
 - b. Perform additional duties designated by the President;
 - c. Assist in the formation of all committees and serve as an ex-officio member;
 - d. Assure that committees meet their goals and report their results and recommendations to the Parent Club; and

- e. Attend the School Advisory Commission's Development Committee meetings and report opportunities, assignments, or issues identified by the Parent Club.
3. The **Secretary** shall:
- a. Record and make available to all parent members; copies of the minutes of all Leadership Team and general meetings by posting them on the website and Parent Bulletin Board;
 - b. Conduct the official correspondence of the Parent Club;
 - c. Maintain a file of reports, records, and correspondence of the Parent Club that is to be kept by the Principal;
 - d. Be responsible for recording and correcting as amended the bylaws of the Parent Club;
 - e. Serve as an ex-officio member of the Communications Committee; and
 - f. Perform additional duties designated by the President.
4. The **Treasurer** shall:
- a. Supervise the collection and deposits of moneys received through fundraising and contributions;
 - b. Be appointed to all fundraising committees as an ex-officio member to coordinate and to help prepare fundraising budgets and follow-up reports;
 - c. Maintain records of all receipts and expenditures;
 - d. Review and recommend payment of bills to the President;
 - e. Together with the Pastor and Principal, have-co-signature authority with the President for payment of the Parent Club bills in accordance with the approved budget;
 - f. Provide written monthly cash accounting at the general membership meeting of all income and expenditures; and
 - g. Perform additional duties designated by the President.
5. The **Faculty/Classroom Representative** shall:
- a. Serve as liaison between the Teachers, Classroom Parents, and the Parent Club;
 - b. Report Parent Club business at Faculty meetings; and
 - c. Communicate with the classroom Parents regarding Parent Club and seek their input for Parent Club activities. .
6. The **Publicity Coordinator** shall:
- a. Publicize meetings and functions of the school and the Parent Club in the Gubbio Gazette;
 - b. Prepare a column for the Gubbio Gazette to report on all activities of the Parents Club;
 - c. Coordinate reporting duties with Parents responsible for various important special projects and Event Coordinators;
 - d. Update the School's Website as it relates to Parent Club Activities; and
 - e. Assist Chairperson(s) of fundraising activities are frequently publicize in the Gubbio Gazette.

7. The **Event Coordinators** shall:
 - a. Each May, plan and schedule fundraising event(s) for the upcoming school year;
 - b. Select a Chairperson(s) for each event;
 - c. Act as a liaison between the Chairperson(s) of the fundraising activity and the Parent Club Leadership Team;
 - d. Assist Chairperson(s) for each event to form committees for specific fundraising activities; and
 - e. Prepare a monthly report to the School Advisory Commission on the status of all fundraising activities. The report will be included with the School Advisory Commission Representative's report.
 - f. Appoint a **Scrip Officer** who will oversee the Scrip program. Adhering to the Scrip procedure manual is a requirement for retaining the Scrip program in a school.
 - g.

8. The **School Advisory Commission Representative** shall:
 - a. Act as the voting member of the School Advisory Commission;
 - b. Report all Parent Club activities to the School Advisory Commission;
 - c. Report all School Advisory Commission Activities to the Parent Club;
 - d. Communicate fundraising goals and objectives to the Parents Club from the School Advisory Commission and progress toward those goals and objectives to the School advisory Commission.

9. The **Education and Resource Coordinator** shall:
 - a. Arrange a guest speaker to present resource information at the meeting;
 - b. Help assess the safety, security and health related needs of the students, staff and school;
 - c. Make recommendations and assist in carrying out related tasks;
 - d. Schedule the use of facilities for meetings;
 - e. Schedule special attractions or entertainment;
 - f. Provide childcare;
 - g. Procuring and manage refreshments.

ARTICLE VI. Election and Tenure of Officers

1. All officers of the Parent Club, shall be elected by the members at the last general meeting of the school year. Where more than two candidates compete for one office and no candidate receives a majority vote, one of the two candidates receiving the most votes shall be selected in a run-off election. If only one candidate is nominated for a position, a majority vote shall be required to ratify election to the position.
2. Candidates shall be solicited from the membership during the regular meeting no later than March 31st. During the meeting, nominees shall be given an opportunity to present their qualification to the membership in written or verbal form.
3. The term for each office shall be two years, and new officers shall assume their office on July 1st. If an officer is unable to complete the term of office, the general

membership shall choose a replacement at the next general meeting from a slate of nominees submitted by the Leadership Team.

ARTICLE VII. Meetings

General membership meeting of the Parent Club shall be held monthly as determined by the President of the Parent Club and shall avoid conflict with School Advisory Commission and parish meetings. A special meeting of the Parent Club may be called at any time by the President, with no less than 48 hours advance notice to the membership.

ARTICLE VIII. Parliamentary Authority

1. The Leadership Team shall follow a consensus model of governance.
2. The general meetings shall follow a consensus model of governance whenever possible.

ARTICLE IX. Committees and Functions

1. All members of the Parent Club are eligible to be members of the committees. The President of the Parent Club shall call for volunteers for the committees at the general membership meeting. New committee members shall be nominated to the committee by the President if too few nominees emerge. The appointment to the committees shall take place at the May general meeting. The term of service shall be one calendar year. The chairperson of each committee shall be appointed by the President. Each committee chair shall be responsible for a monthly report to Leadership Team and for incorporation of the report to the School Advisory Commission.
2. The Parent Club shall maintain the following Standing Committees:
(These are optional and depend on the needs and dynamics of the club.)
 - b. The **Membership and Recruiting Committee** shall coordinate efforts to encourage the participation of all of the Parents in the school. The committee shall organize at least one membership drive each year.
 - c. The **Morale and Appreciation Committee** shall give encouragement and recognition to Teachers, Administration, active membership and students.
3. Adhoc Committees shall be formed for special needs (such as nominating committee,) as they arise and will be disbanded when the need has been fulfilled.

- a. The **Safety Committee** shall help assess the safety, security and health related needs of the students, staff and school. The committee shall make recommendations and assist in carrying out related tasks.

ARTICLE X. Amendments

1. Amendments to these bylaws can be proposed by a any member at any regular meeting;
2. The proposed amendment must be submitted in writing for review and discussion at any general membership monthly meeting;
3. The proposed amendment will be scheduled for voting at the next scheduled general membership monthly meeting;
4. Within 10 days prior to the meeting where the proposed amendment will be voted upon, the written amendment will be posted in the minutes, on the Parent's Club bulletin board and on the website.
5. Approval of an amendment of the Bylaws shall be by 2/3 votes of those members attending the general membership meeting in the month the amendment is being voted.