

ST. BERNADETTE PARENTS' CLUB
BYLAWS
SEPTEMBER 2014

Article I - Name

The name of this organization shall be the St. Bernadette Parents' Club of the St. Bernadette Parish of Burien, in the state of Washington, Archdiocese of Seattle, which will be referred to hereafter as the Association.

Article II - Objectives

The objectives of this organization shall be:

1. To contribute to school operating costs
2. To provide and manage a means through which parents can provide service to the school through fundraising and volunteerism.
3. To foster community among the membership of the school and in the greater community of the Parish.
4. To provide a forum for dialogue among the membership.
5. To develop goals, both short term and long term, and to ensure an association that is not only facilitative but visionary in nature.

Article III - Membership

1. The Executive Board membership shall be comprised of the parents and/or guardians of registered children of St. Bernadette School.
2. General membership of the Association shall be extended to all school parents and/or guardians of registered children of St. Bernadette School.

Article IV - Executive Board

1. The Executive Board shall consist of the following:
 - a. The elected officers of this organization;
 - b. The Principal of the school or designated alternate;
 - c. The Parent Commitment Coordinator (appointed), SCRIP representative(s) (appointed), and Treasurer (appointed).
2. The Executive Officer shall be the Principal of St. Bernadette School.
3. The following officers shall be elected from the general Association membership:
 - a. President
 - b. Vice-president
 - c. Secretary
 - d. Five Parent Representatives (Newsletter, Volunteer Coordinator, Hospitality, Fundraising Coordinator, Catholic Schools Week Coordinator).

4. The following officers shall be appointed from the general Association membership:
 - a. Treasurer
 - b. Parent Commitment Coordinator
 - c. Scrip

5. Appointed officers shall be determined based on the following process:
 - a. Application to the Executive Board
 - b. Review of application by President and Executive Officer
 - c. Candidates shall be presented to the Executive Board
 - d. Board to appoint by majority vote
 - e. Appointed officers to serve at discretion of Executive Board and can be dismissed for cause.

6. The term of office, for the elected officers shall be three years, commencing July 1st of the first year and continuing until June 30th of the third year. No elected officer shall hold the same office for more than two consecutive terms, unless office is not filled and the officer elects to do so. The elected officer must be current with school obligations, supportive of the school and Archdiocesan policy.

7. The Executive Board shall meet monthly for the purpose of information exchange and planning of Association business and activities. Six (6) members shall constitute a quorum. Special meetings of the Executive Board may be called by the President, the Principal, or six (6) members of the Board. Executive Board meetings shall be routinely held at St. Bernadette School.

8. The Executive Board shall maintain a general email account to answer any questions/concerns of the general membership.

Article V – Parent Information Night

1. The Executive Board shall call at least three (3) Parent Information nights per year to communicate the objectives of the organization, and answer any questions or concerns of the general membership and to offer a mechanism for parent education.

Article VI – Duties of Officers

1. The Principal serves as a liaison between Parents' Club, the school, and the Parish Community. The Principal is charged with coordinating the efforts of these stakeholders to meet the mission of the school. This may include coordination of fundraising efforts, volunteer service, creating policy, and establishing the school fundraising calendar.

2. The President shall preside at all meetings and shall be ex-officio member of all committees. The President shall perform all of the duties usually pertaining to the office of President, including the appointment of ad-hoc groups. The President holds a voting position on the School Commission. This responsibility may be delegated to the Vice-President. Typical activities are listed in Addendum: Job Description.

3. The Vice-president shall perform the duties of the President in the President's absence and shall assist the President when called upon. Typical activities are listed in Addendum: Job Description.

4. The Secretary is charged with maintaining a record of the business of the Executive Board, and when called upon; for summarizing these records for the general membership. The Secretary shall perform the typical duties pertaining to this role. Typical activities are listed in Addendum: Job Description.

5. The Treasurer is charged with primary responsibility for the collection, recording, and distribution of money to achieve the mission of the Parents' Club. The Treasurer shall perform typical duties to this role. Typical activities are listed in Addendum: Job Description.
6. The five (5) Parent Representatives shall assume duties as volunteer coordinator, newsletter editor, hospitality coordinator, fundraising coordinator, and Catholic Schools Week coordinator. Typical activities are listed in Addendum: Job Descriptions.
7. The new officers shall officially assume their duties on July 1st of each calendar year. New officers are encouraged to attend, as observers, two (2) Executive Board meetings prior to assuming their duties.

ST. BERNADETTE PARENTS' CLUB
CONSTITUTION
SEPTEMBER 2014

Article I - Nominations and Elections

1. In January of an election year, an Ad-hoc Nominating Committee shall be appointed by the President and shall include an Executive Board member. The committee shall actively pursue and accept nominations from qualified individuals. The committee shall prepare a slate of candidates for publication.
2. The Nominating Committee shall have responsibility for carrying out the election procedure.
 - a. Formally update the nominations back to the Executive Board – February Board meeting
 - b. Nominees reviewed and determined by Nominating Committee - February
 - c. Voting ballots to parents - February
 - d. Ballots turned into Executive Board – March Board meeting
 - e. Ballots reviewed and counted by Executive Board – March
3. Elections shall be held by sending ballots to all parents. Newly elected officers shall be available to the Executive Board for the transition months of April and May.
4. Elected officials announced to general membership. 4th week of March

Article II - Committees

1. Standing Committees shall include Auction, Jog-A-Thon, Catholic Schools Week, Back to School Picnic, and fundraising committees.
2. Ad-hoc Committees shall be appointed by the President.
3. The chairpersons of the Standing and Ad-hoc Committees shall report their findings and recommendations to the Executive Board.

Article III – General Membership Voting

1. The quorum of a general membership meeting shall consist of at least ten (10) members.
2. Voting outcomes are determined by simple majority.

Article IV – Executive Board Voting

1. The quorum of an Executive Board meeting shall consist of at least six (6) members.
2. Voting outcomes are determined by simple majority.

Article V - Removal/Resignation/Vacancy of Executive Board

1. Removal – An Executive Board position may be declared vacant if a person misses three (3) Executive Board meeting. Exceptions may be considered by the President. The President shall establish communication with the person via a phone call or a letter notifying his/her removal from the Executive Board. If concerns are that an Executive Board member is not performing their job responsibilities or committing malfeasance, removal can be determined by the Executive Officer and/or President.
2. Resignation – Any Executive Board member may resign from the board at any time. The member shall notify both the Executive Officer as well as the Executive Board President in writing.
3. Vacancy – In the event of a vacancy, the Executive Board shall advertise the open position (via the Wednesday note newsletter or other school-wide distribution) in at least one (1) notification to the school. In the event that no candidates are submitted, the Executive Board shall recommend qualified candidates to the Executive Board President. The Executive Board shall by majority decision appoint a candidate to fill the position for the balance of the term.

Article VI - Financial Responsibility

1. The primary financial responsibility of the Parents' Club is the commitment to contribute a set amount to the school operation budget. This amount is determined by the School Commission each year.
2. The Executive Officer and Treasurer shall determine the payment schedule to fulfill its future annual commitment. The payment schedule will be based on the projected amounts and dates of the fundraisers throughout the school year.
3. No funds shall be spent, disbursed or committed without the approval of the Executive Board. Reimbursement forms must be submitted to the Treasurer along with a receipt for any repayment of funds.
4. The Executive Board may give the Treasurer discretion to disburse funds. The Treasurer shall update the Executive Board at the monthly meetings.

Article VII - Amendments

1. Procedure:
 - a. Suggestions will be submitted to the Executive Board.
 - b. The President will appoint an ad-hoc committee to review suggestions in a timely manner to be determined by the President.
 - c. The committee will formulate a plan for change and present to Executive Board.
 - d. The Executive Board will present the proposed changes to School Commission for endorsement.
2. This document may also be amended in keeping with Archdiocesan Guidelines.

Title: Parents' Club Board – President

Scope: The focus of this position play a lead role in facilitating communications with regards to all Parents' Club activities.

Typical Tasks:

- Participate in all monthly meetings of the Parents' Club Board
- Lead meetings
- Communicate with the school Principal on matters that involve the Parents' Club

What is needed to do this job:

- Good communication and networking skills
- A telephone and/or email account
- Willingness to speak in front of a group if needed for meetings or orientation of families
- Reachable by phone or email during the day
- Good organization skills
- Positive attitude
- Time obligation – 1-10+ hours per month. *This is a three-year obligation*

Title: Parents' Club Board – Vice President

Scope: The focus of this position is to play a lead role in facilitating communications with regards to all Parents' Club activities.

Typical Tasks:

- Participate in all monthly meetings of the Parents' Club Board
- Oversee meetings in the absence of the President
- Communicate with the President and school Principal on matters that involve the Parents' Club

What is needed to do this job:

- Good communication and networking skills
- A telephone and/or email account
- Willingness to speak in front of a group if needed for meetings or orientation of families
- Reachable by phone or email during the day
- Good organization skills
- Positive attitude
- Time obligation – 1-10+ hours per month. *This is a three-year obligation*

Title: Parents' Club Board – Secretary

Scope: The focus of this position is an administrative role as part of the Parents' Club board meetings

Typical Tasks:

- Attend all Parents' Club Board meetings
- Take notes on discussions
- Type notes in the form of minutes to be reviewed at School Commission meetings and the next monthly Parents' Club Board meeting
- Make copies of the minutes for all those who need them

What is needed to do this job:

- A willingness to attend all the meetings
- A computer for preparing the minutes
- Time management skills to make sure that minutes are ready when needed.
- Time obligation – 3-5 hours per month depending on computer skills. *This is a three-year obligation*

Title: Parents' Club Board – Treasurer

Scope: The focus of this position is to collect, record, and distribute of money for the mission of the Parents' Club

Typical Tasks:

- Retrieve money sent to the school office from various fundraisers and parent obligations.
- Create a spreadsheet with all family names and update spreadsheet as commitments are met
- Work closely with the auction chairperson during auction preparation months to communicate balances in the account or anything he/she may ask for
- Prepare weekly deposit
- Prepare reimbursements to parents who have turned in receipts for reimbursement, and pay bills when they arrive
- Talk to parish bookkeeper to get a general ledger report and weekly balance in the account.
- After the Parents' Club year ends (January 31st), submit a list of families with outstanding obligations to the school bookkeeper for invoicing

What is needed to do this job:

- An understanding of finances
- The ability to count and record money
- Good organization skills
- Willingness to work with the school and parish bookkeeper as well as the school principal and Parents' Club president
- Positive attitude
- Willingness to speak at Parents' Club meetings
- Transportation to the bank to make weekly deposits
- A telephone and/or email account
- Time obligation- On average - 1 hour per week. May be more during fundraiser times
- *This is a three-year obligation*

Title: Parents' Club Representative – Catholic Schools Week Coordinator

Scope: The focus of this position is to promote events that support the school and community during Catholic Schools Week.

Typical Tasks:

- A willingness to attend all the meetings
- Time/committee/organizational skills
- Ability to motivate parents and students to contribute time and effort to the school

What is needed to do this job:

- Promote throughout the school and community with signage/media advertising Open House Dates and CSW events
- Plan CSW events for students and staff (Grandparents'/Special Persons Day/All School Picnic/Teacher Luncheon)
- Organize Open House schedule and set up
- Coordinate School Campaign letter and mailings
- Coordinate Parents Club Newsletter/manage volunteer publisher/writer
- Time obligation – 3-10 hours per month (during CSW) . *This is a three-year obligation*

Title: Parents' Club Representative – Hospitality

Scope: The focus of this position is to support the activities of the Parents' Club and the School as a whole by coordinating food, beverages, and a decorative atmosphere. Many activities not solely focused on eating benefit from the addition of food and beverages.

Typical Tasks:

- Participate in the monthly meetings of the Parents Club Board
- Brewing tea/coffee, making punch, preparing a cookie tray
- Ordering and setting up a staff luncheon before the school year starts
- Providing refreshments for meetings
- Getting that all important ice cream treat for the students!

What is needed to do this job:

- Good and creative food handling skills. It is not a requirement of this person to prepare all these treats themselves.
- Skills in working with volunteers
- On occasion, available during the school day, after school, and evenings
- Ability to create an atmosphere of hospitality and communicate
- Record keeping skills in order to receive reimbursement for expenses and manage a working budget
- Time obligation – 1-10 hours per month. *This is a one-year obligation*

Title: Parents' Club Representative – Volunteer Coordinator

Scope: The focus of this position is on connecting parent/guardian volunteers with the tasks needed at St. Bernadette School.

Typical Tasks:

- Participating in the monthly meetings of the Parents' Club Executive Board
- Create a chart or spreadsheet that tracks the volunteer needs of the school and its fundraising projects with the preferences of those needing to volunteer.
- Make this spreadsheet available to staff, committee chairs, and parents club peers.
- Participate in those gatherings at the school that recruit or educate volunteers.
- Provide relevant information to the Parents' Club newsletter
- Recruit volunteers to meet needs

What is needed to do this job:

- A good communicator who is not shy about asking people to do things and can be direct in defining needs.
- A good record keeper.
- A telephone and/or email account
- Time obligation – 5-10 hours per month. *This is a three-year obligation*

Title: Parents' Club Representative – SCRIP

Scope: The focus of this position is the selling and maintaining financial records for SCRIP

Typical Tasks:

Maintain and order scrip inventory

Reconcile scrip sales sheet with inventory and weekly bank deposits

Maintain credit totals and provide scrip balance reports twice a year for each school family

Fill special request scrip orders

Train scrip sellers

What is needed to do this job:

- A good communicator who is not shy about asking people to do things and can be direct in defining needs.
- A good record keeper.
- A telephone and/or email account.
- Time obligation – 5-10 hours per month. *This is a one-year obligation*

Title: Parents' Club Representative – Newsletter

Scope: The focus of this position is the creation and publication of the Parents' Club Newsletter

Typical Tasks:

- Participates in the monthly meetings of the Parents' Club as needed.
- Gathering information
- Creating a newsletter that specifically communicates the needs and activities of the Parents' Club Organization to School Families
- When needed creative, concise, informative articles

What is needed to do this job:

- Good written communication skills
- Able to meet timelines. The newsletter must be submitted for proof reading and approval by Monday morning.
- Creative ideas or the ability to tap into others' ideas
- Computer skills, using a newsletter program (ie. Publisher)
- A computer is available for use at the school
- Time obligation – 3-5 hours per month depending on computer skills. *This is a one-year obligation*