

St Lawrence Catholic School Parents Club Bylaws

I. Name

The name of this organization shall be the St. Lawrence Catholic School Parents Club (henceforth referred to as: Parents Club).

NOTE: In any instance henceforth the term “Parents” is used, it will be assumed to be inclusive of legal guardians as well.

II. Purpose

The purpose of the Parents Club shall be to strengthen the community through active engagement of families in both financial and volunteer activities, initiatives, and philanthropy in service of the St. Lawrence Parish and School community. These efforts are intended to support a larger goal of reinforcing the Catholic principles taught in school through participation of the parents with the student’s educational and religious development. While all parents (and guardians) are the primary “members” of the Parents Club, faculty, administration, and staff members of St. Lawrence Church and School play an integral role in the success of this organization. The prevailing mission of the Parents Club includes, but is not limited to, the following:

1. Assist the Parish, Administration, and Advisory Board in achieving the mission of St. Lawrence Catholic Church and School.
2. Promote goodwill and collaboration among parents, principal, pastor, teachers, faculty, and parish community to enhance the Catholic education and values of our students.
3. Organize fundraising activities/events to benefit the school and Church community.
4. Plan and host social activities/events for students and their families, which promote the values of a Catholic education and a strong school community.
5. Encourage parental participation in school events, including providing volunteer services and assistance for school activities.
6. Provide a forum to facilitate communication between parents/guardians and school administration (the Pastor, Principal, Advisory Board, and faculty).
7. Establish overall voice and perspective for future growth and direction from the perspective of families and students.

III. Authority

The Club shall function under the guidance of the Pastor of St. Lawrence Parish, direction of the Principal of St. Lawrence Catholic School, and The Parents Club Advisory Board (discussed in Section VI, below). In addition to providing oversight of the Advisory Board, the Principal shall serve as an ex officio member of the Advisory Board. Board will vote on issues as they arise relating to the planning of Parents Club activities and spending of Parents Club funds, with a majority vote necessary for approval.

IV. Membership

Membership of the Parents Club shall be mandatory and automatic to all parents and guardians of children enrolled in St. Lawrence Catholic School. All members are required to share in both the Service and Financial Commitments of the Parents Club to the School, though one-year exceptions or adjustments may be submitted on an individualized basis. A summary of the Service and Financial Commitments of the Parents Club are detailed in Appendix A, below.

V. Duties and Responsibilities of the Parent's Club Board

The Parents Club Advisory Board (also, 'The Advisory Board') is a group of parent volunteers who serve to build the framework and guide the direction of the Parents Club activities throughout the year. The Advisory Board is composed of both "voting" and "non-voting" members, providing an avenue for various voices to be heard in the context of matters pertaining to the Parents Club, while also setting an approved and secure structure for votes to take place. The specific framework of the Advisory Board should be primarily outlined (but not limited by) the responsibilities below:

1. Collect and disseminate the feedback and perspectives of all parents and/or guardians of students at St. Lawrence School.
2. Facilitate communication between the larger parent population and school administration (the Pastor, Principal, and faculty) on matters pertaining to collective groups of students or families.
3. Provide information and promote clear understanding of activities, policies, or other affairs pertaining to St. Lawrence Catholics School.
4. Assist the Administration of St. Lawrence Catholic School in providing context or clarity as to the educational and spiritual well-being of our students.

5. Identify chairpersons and volunteers for Club sponsored fundraisers and events, providing assistance or direction when necessary.
6. Conduct Parents Club meetings to provide general updates, as well as insights into the ongoing matters and initiatives of the Advisory Board and Parents Club at-large.

VI. Advisory Board: Officers and Delegates

The Advisory Board shall be composed of both Officers and Delegates. More specifically, Officers are selected and placed into roles with the responsibilities of taking action based on general Parents Club desires and needs, while Delegates are other Advisory Board members who are expected to share insights and perspectives of the school community at large, but will not directly participate in voting activities.

In general, all Advisory Board members, Officer or Delegate, would be expected to be a visible ambassador of the Parents Club through various methods, including attending school and parish events, participating on and being active in Parents Club committees, providing context and insights into various Parents Club decisions, and other methods as appropriate. Given the need for pre-planning and scheduling during the summer vacation, the term of all Advisory Board Members shall be considered from the conclusion of nominations and elections during the summer prior to their service (process discussed below), until the conclusion of the school year of their service.

The specific responsibilities of each member shall include, but are not limited to, the following:

I. Delegates

- A. Parents 'At Large' - The Parents 'At Large' will be the direct voices of the larger Parents Club body within the Advisory Board, and shall serve for one year. These delegates are intended to be active members of the St Lawrence Catholic School Community who are able to share perspectives, concerns, opportunities, and insights as would be experienced by the larger Parent's Club membership. There shall be (3) open Delegate seats available for each school year. The responsibilities of Delegates include:
 1. Attend Parent's Club Advisory Board meetings and share input/feedback on proposed needs or actions
 2. Communicate any general concerns or input from the Parent's Club membership to the Parent's Club Advisory Board
 3. Attend all Parents Club General Meetings.
- B. Faculty Member 'At Large' - The Faculty Member 'At Large' will be the voice and representative of the St Lawrence Catholic School faculty members, providing appreciation or recommendations on behalf of the Teachers and Administrators. This delegate may self-nominate to the Advisory Board, but will require the approval of the Principal. The Faculty Member 'at large' will also provide additional perspective as to how Parent's Club events and activities will interface

with the educational and other extra-curricular objectives and goals of the school administration. Other responsibilities of the Faculty Member 'At Large' include:

1. Attend Parent's Club Advisory Board meetings and share insights as to activities interface with the School staff
2. Coordinate Faculty feedback with the appropriate chairpersons as-needed (Teacher Appreciation Week Chair, Thanksgiving Pies Chair, etc).
3. Provide updates or insights, as required from the Faculty, at all Parents Club General Meetings.

II. Officers

- A. Advisor – The Advisor shall be the direct successor from the previous year's President and shall serve for one year, unless otherwise determined by Parish or School leadership. The Advisor shall advise the current President regarding Board procedures, and provide insight and historical context as needed. The Advisor shall also assist with Board activities as are necessary, and provide clarity and advice to board members at-large. Other specific responsibilities are as follows:
 - a. To act as interim Board Officer (secretary, treasurer, etc.) when the officer is not present at any regularly scheduled meeting
 - b. Assist as needed at all events/committees
 - c. Attend all Parents Club Advisory Board meetings
 - d. Attend all Parents Club General Meetings
 - e. Attend St Lawrence Catholic School Open House
 - f. Assist with the maintenance of the Parent's closet and all equipment and supplies within
- B. President – The President shall be the direct successor from the previous year's Vice President and shall serve one year following one year of service as Vice President, unless otherwise determined by Parish or School leadership. Upon conclusion, He/She shall automatically succeed to the office of Advisor. The President will preside at all meetings of the Club and its Board. He/She shall appoint chairpersons of committees with the approval of the Board. The President shall serve as an ex-officio member of all standing and special committees. The President shall serve as the organization's representative to the School and to the Parish. The President's responsibilities include:
 - a. Presiding at all meetings of the Parents Club including Advisory Board and General meetings.
 - b. Planning and preparing the program for the General Meeting with board approval.
 - c. Recommending & overseeing of Committee Chairpersons of standing committees with Board approval.
 - d. Calling special meetings when necessary.

- e. Attend all events as scheduled, including Open House.
 - f. Compiling information and updates for Parents Club eBlasts and sharing with Communications Director.
 - g. Delegating duties to board members and committee chairpersons as are necessary.
 - h. Ensuring board representation is made for any committees, meetings, or other relevant School or Parish functions.
 - i. Ensuring proper storage and maintenance of the Parent's Club closet and all equipment and supplies within.
 - j. Performing such other duties as are necessary
- C. Vice President – The Vice President shall be the primary assistant to the President, perform all duties in his/her absence, and serve for one year. He/She shall automatically succeed to the Office of President, unless otherwise determined by Parish or School leadership. The primary objective of the Vice Presidential role is to be onboarded, included, and incorporated into the President's activities so that he/she has the appropriate insights and exposure for the subsequent year. The Vice President's responsibilities include:
- a. Presides at monthly Parent's Club Advisory Board meeting in the absence of the President.
 - b. Assist President with oversight of all committees.
 - c. Attend all Advisory Board and General Parents Club meetings.
 - d. Attend Open House.
 - e. Maintain current and documented information on all Parent's Club sponsored events and activities and ensure that policies and procedures, as outlined in the Bylaws are followed within each committee.
 - f. Assist with the maintenance of the Parent's closet and all equipment and supplies within.
- D. Secretary – Will serve one or two years. He/She shall prepare the agendas and keep an accurate record of all proceedings of the General Meetings and meetings of the Advisory Board. The Secretary shall make a copy of each General Meeting minutes available to any interested parties in an appropriate manner (website, email distribution, etc). He/She shall be the custodian of the records of the Club, and shall maintain an up-to-date copy of the Bylaws and any Committee event/activity information. The Secretary's responsibilities include:
- a. Record meeting minutes at each Parent's Club Advisory Board meeting, to include attendees, items discussed, relevant action items, and the responsible person or committee member.
 - b. Provide any requests for Board Meeting minutes or discussion to President and Principal.
 - c. Record and make available to interested parties the meeting minutes of each Parent's Club General meeting.

- d. Distribute Chairperson Activity Forms to all listed Committee Chairpersons at the start of the year, and collect within an appropriate timeframe.
 - e. Attend all Advisory Board and General Parents Club meetings.
 - f. Attend Open House.
 - g. Maintain a copy of the bylaws at meetings, and raise awareness if situations or circumstances are presented contrary to the bylaws.
 - h. Assist with the maintenance of the Parent's closet and all equipment and supplies within.
- E. Treasurer – The Treasurer shall be the direct successor from the previous year's Assistant Treasurer, and shall serve one year following one year of service as Assistant Treasurer, unless otherwise determined by Parish or School leadership. The Treasurer shall receive and disburse all money in accordance with ethical, responsible, and prudent practice. The Treasurer shall keep an accurate account of receipts and disbursements and report at all Advisory Board meetings. The treasurer's financial and ledger information will be subject to annual audit. The Treasurer has oversight responsibility for all assets of the organization and is responsible for determining controls and procedures to ensure the safeguarding and accountability of such assets. The Treasurer's responsibilities include:
- a. Maintain complete accounting records and subsidiary records of the Parent's Club.
 - b. Receive and disburse all funds.
 - c. Perform all withdrawals and deposit all funds in an appropriate time frame.
 - d. Submit a monthly financial summary to the Parent's Club Advisory Board.
 - e. Submit a quarterly financial report to the St Lawrence Parish rectory bookkeeper
 - f. Attend all Advisory Board and General Parents Club meetings.
 - g. Provide all event committee chairs with last year's funds/expenses.
 - h. Offer guidance and insight to the Assistant Treasurer as is necessary in administering his or her responsibilities.
- F. Assistant Treasurer – The Assistant Treasurer shall be the primary assistant to the Treasurer, and serve for one year or more, pending the transition of the Treasurer. He/She shall automatically succeed to the Office of Treasurer, unless otherwise determined by Parish or School leadership. The primary objective of the Assistant Treasurer role is to be onboarded, included, and incorporated into the Treasurer's tools, methods, and activities so that he/she has the appropriate insights and exposure for the subsequent year. He/She shall also be the primary conduit for family financial contributions toward The Share Program commitment to school. The Assistant Treasurer's responsibilities include:

- a. Serve as Treasurer at Advisory Board or General Meetings in the Treasurer's absence.
 - b. Assist the Treasurer with respective tasks.
 - c. Maintain primary focal and responsibility for the "Share Program" and provide 3x per year brief updates to Parents Club members via an appropriate method (update at General Meeting, email, etc).
 - d. Attend all Advisory Board and General Parents Club meetings.
 - e. Attend Open House.
 - f. Assist with the maintenance of the Parent's closet and all equipment and supplies within.
- G. Communications Director - The Communications Director shall serve one year. He/She will be responsible for managing and archiving all official communications between the Parent's Club and relevant groups or parties. These communications include updates to Homeroom parents; finalized draft of Parents Club newsletter emails; formal correspondence to be shared with Parish Community; and other communication methods as necessary. The Communications Director's responsibilities include:
- a. Provide timely and clear communication on school updates as needed to Homeroom Parents.
 - b. Communicate feedback or issues from Homeroom Parents back to the Advisory Board.
 - c. Provide necessary context to Parish Communications Director for Parent's Club newsletter.
 - d. Maintain an active directory of names, phone numbers, and email addresses of all Advisory Board Members, committee chairpersons, and other active volunteers as-appropriate.
 - e. Populate any key dates or milestones on a consolidated Parent's Club event calendar, verifying all relevant needs are met in advance.
 - f. Attend all Advisory Board and General Parents Club meetings.
- H. Fundraising Director - The Fundraising Director shall serve one or two. He/She will be the direct conduit between The Parents Club and key fundraising event chairpersons (including annual Parent's Club Gala, "Fun Run", Trunk-of-Treat, or others). The Fundraising Director is intended to maintain a high-level perspective on all activities designed to further the financial contributions to the Parent's Club, ensuring different events or activities work together to fulfill larger fundraising goals. The Fundraising Director's responsibilities include:
- a. Participation on key Fundraising Events Committees.
 - b. Review and provide recommendations to all proposed new fundraising initiatives.
 - c. With the assistance of Treasurer and Co-Treasurer, provide clarity and guidance to Committee Chairpersons on budgeting and fundraising targets for annual events.
 - d. Provide twice-per-year projections (early in the fall and spring

semesters) of financial targets across all initiatives.

- e. Attend all Advisory Board and General Parents Club meetings.
- I. Principal - The current or acting Principal of St. Lawrence Catholic School will maintain status as an ex-officio member of the Parent's Club Advisory Board. As a full-time, dedicated member of the School and Parish community, he/she shall offer oversight of the implications or precursors to any Parent's Club events. Due to scheduling, the Principal may elect to send a delegate in his or her stead to any events, who shall, for that event, retain all rights and responsibilities of the Principal. The Principal maintains the ability to override any and all Parent's Club or Parent's Club Advisory Board Decisions as deemed necessary by the Parish Community. Those responsibilities include:
 - a. Communicate needs or desires of the St Lawrence Catholic School community as to things that could be served via the Parent's Club.
 - b. Provide oversight into coordination or logistical needs between Parent's Club activities and the school community.
 - c. If requested by the Advisory Board, communicate any overrides or decisions made of the Parent's Club Advisory Board that utilize Parent's Club funds or facilities.

VII. Election to the Parent's Club Advisory Board

A form or process for self-nomination to the Advisory Board along with the requirements and responsibilities for each position shall be shared with all school parents within an appropriate window just-prior-to or just-following the end of the Academic School Year. Elections should then take place during the summer break prior to the school year of intended service.

Nomination forms must be returned within a predefined time frame for consideration, with the duration to be determined by the current year's Vice President (the subsequent year's President). Once the nominations are received, they shall be assigned to a 'Nominating Committee', which shall be made up of the concluding year's Advisory Board President, Vice President, Assistant Treasurer, Parents 'At Large', and Faculty Member 'At Large'. Anyone who has self-nominated for an Advisory Board position is ineligible to serve on the Nominating Committee. After review, the Nominating Committee shall submit the list of selected Advisory Board members to the Principal for approval.

It is assumed that the Parent's Club Advisory Board would have up to 7 vacancies in any given year (Parents 'At Large', Vice President, Assistant Treasurer, Communications Director, and Fundraising Director), though situations may arise where certain positions are extended an additional year. Such determinations would require majority approval of the preceding year's Advisory Board, alongside approval from the Principal. It is expected that such extensions would only occur should no existing families express interest in taking a seat that would otherwise become available.

Requirements for all positions (excluding the Principal and Faculty 'At Large') would be as follows:

1. All nominees must be a school parent and their child/children must have attended St. Lawrence School for a minimum of two years (for Delegates, a minimum of one year).
2. Nominees must have had all necessary service points fulfilled for the years of attendance at St. Lawrence School without any outstanding payments to the school or church.

Preferred (not mandated) requirements for all Officers would be as follows:

1. Previous service to the St Lawrence Catholic School Community in the areas of Parents Club Chairperson, Homeroom Parent, or other volunteer experience
2. Experience in Microsoft Word, Excel, and other common tools

Preferred (not mandated) requirements for Treasurer and Assistant Treasurer would be as follows:

1. A background in accounting, finance, or bookkeeping
2. Experience in Quickbooks or an equivalent accounting software

Should a vacancy occur in the office of President, the Vice-President shall then assume that office. In the event of a vacancy in any other office, the Parents Club Advisory Board President will be given the option to appoint someone from the general membership to fill the vacancy, or solicit for volunteers from the General Membership, with the selected candidate serving for the remainder of the term, subject to the approval of the Principal.

VIII. Confidentiality

Given that the nature of the Parents Club may involve families and circumstances of a personal nature, it is likely that situations could arise where members of the Parents Club may encounter information relating to private details of other families. While all members of the Parents Club are expected to keep private information confidentially, members of the Parents Club Advisory Board will be required to sign a brief confidentiality agreement, agreeing that any names, circumstances, or other personal information will be held in the fullest confidentiality. Violation of this confidentiality agreement will result in immediate removal from Parents Club activities, including any Advisory Board or Committee Chair positions, subject to concurrence with the Principal and/or Pastor of St Lawrence Catholic School.

IX. Meetings

Meetings (including General Meetings and Advisory Board Meetings) shall be conducted in a fair and orderly manner. The Advisory Board may use general principles of parliamentary procedure to guide these meetings, and in cases where explicitly formal procedures are deemed necessary, Robert's Rules of Order Newly Revised shall serve as a reference.

There shall be a minimum of four (4) meetings of the general membership during the school year, ideally twice during the fall and twice during the spring, though additional meetings may be scheduled as desired. The Advisory Board shall conduct monthly meetings, to discuss and touch on various aspects of Parent's Club business. As an Advisory Board Member, the Principal will be invited to each meeting, but may also elect to send a delegate or not attend. The Advisory Board shall invite Committee Chairpersons to meetings as necessary. Any Parents Club general members will have the opportunity to be included on the agenda by request. Meeting minutes will be shared across Advisory Board members on-request, as well as archived in an accessible location as necessary. Items to be discussed include:

- Open items from previous meetings
- Current Financial needs or statements
- Upcoming events or functions
- General questions raised by Parents Club members
- Issues or concerns relating to Parents Club activities, chairperson responsibilities, or other duties

As is practical, specific circumstances relating to individual families or parents not-present at Advisory Board meetings should be spoken of generally and ambiguously. However should instances arise where a specific individual or family is referenced or involved as part of Parents Club business, such information shall remain fully confidential within those present.

V. Voting

In some instances, Advisory Board members will partake in votes in order to determine how, what, or in what method various Parents Club responsibilities will be undertaken. Examples of these votes could include: whether or not a specific fundraising effort would be added, whether surplus Parents Club funds may be allocated to a new initiative, whether an exemption to Share Program requirements may be granted to a family, as well as many others. For financial purposes, it is assumed any expenditure greater than the Share Program equivalent of 2 Points of Service would require a vote from the Parents Club Advisory Board, while smaller totals could be exercised via the Advisory Board President with approval from the Principal.

Votes may be undertaken in any method that is practical (in-person, via telephone, over email, etc) though whenever possible, preference should be given to holding votes during established Parents Club Advisory Board meetings. Meeting conduct and voting procedure shall be guided by the rules contained in the Handbook on Parliamentary Procedure ("Robert's Rules of Order"). All voting members must be made aware that a vote is taking place, and be allowed sufficient time to consider any factors or perspectives shared prior to an official vote tally being requested. If voting members cannot be reached or are not available for an undue extended period, the voting will take place without that specific

member.

Votes will be decided by simple majority (a successful resolution is one that receives more than half of the votes cast by members, excluding blanks or abstentions). If there is more than one option and simple majority is not reached, the option receiving the least votes will be removed and the vote will resume. In the event of a tie or stalemate, the Advisory Board President shall make a formal recommendation to the Principal who shall make the final decision.

When a vote takes place, a representative of the Parents Club Advisory Board will record the final result (In favor; Opposed; Specific Selection; etc.) which will remain recorded in Advisory Board meeting minutes. Any voting member may request to also include the count of each vote in the minutes alongside the result. In either and all cases, the specific votes of any member shall not be recorded.

X. Committees

In advance of the start of the new school year, the Parents Club Advisory Board President shall solicit the general membership of interested families to fill vacant or potentially-vacant chairpersons for each of the designated committees for the current school year. Any placements would be subject to the approval of the Board and Principal.

Such Committees (e.g., fundraising events), as may be determined to be necessary by the Parents Club, may be formed or deleted and chairs appointed by the President with approval of the Parent Board and the Principal. A written report shall be presented to the Club by the chairperson of each Committee and placed on file with the Secretary. The term of office for all chairpersons shall be one (1) year, though successful Chairpersons may be given precedence to retain their post, provided there are no requests or other circumstances that would constitute a replacement.

Each committee Chairperson may be awarded Share Program points for their service to the St Lawrence Community and Parent's Club, subject to successful performance of overall objectives as outlined in their respective Committee Chairperson Activity Form.

Committees may be held by only a single representative (i.e. the Committee Chairperson) or may solicit additional committee members (i.e. volunteers) to assist with the duties of that committee. Any specific Share Program points or other incentives offered to Committee Members must be clearly outlined in the Committee Chairperson Activity Form, and approved by the Advisory Board before being offered to other Parent's Club members.

Committee Chairpersons are expected to provide timely updates or communication to the

Parents Club as necessary to ensure successful completion of the event or initiative, specifically as it pertains to the reporting and confirmation of any volunteers who may receive “Points” under the Share Program. Committee Chairpersons are expected to report to the Points Chairperson the results on volunteer participation within (2) weeks of the date of volunteering. Significant delays or failure to accurately provide any information relating to the event or effort may result in the Committee Chair receiving less than the outlined Points themselves for their efforts, though unforeseeable circumstances or factors outside the Chairperson’s direct control may offer flexibility on a case-by-case basis.

A list of current committees may be found in Appendix C, subject to change by The Advisory Board’s approval as circumstances merit.

XI. Attendance, Approval, and Reports

The Principal or a duly designated representative shall attend all general membership meetings. The Principal must approve the invitation of any guest speaker to a general membership meeting or the public announcement of any social activity. The Principal, Pastor, or Advisory Board may request an official report from any Parents Club officer or committee chairperson. Official reports must be submitted to the President for approval prior to submission to the Principal, Pastor and/or Advisory Board.

XII. Use of Funds

All funds raised by the organization must be used for:

- School projects or initiatives as determined by the Parent’s Club Board and Principal
- In support of the educational programs and activities of St. Lawrence School
- Contribution to a designated charity with prior approval from Principal or Pastor
- The operational expenses of the organization, including approved expenses for Club activities.

While logistical planning and administration of the Parents Club funds is directed via the Parents Club Advisory Board, all other Parents Club members are invited and encouraged to share their personal wishes and perspectives for these funds. This can be done via direct discussion with any Advisory Board member, via email or other communication with various board members, or even anonymously through the school office. Prudent efforts should be undertaken by the Advisory Board to solicit ideas and feedback for where the funds would be most worthwhile spent, which should be balanced appropriately with the needs of the school and parish.

All expenditures of funds by this organization are subject to the approval of the Pastor of St

Lawrence Parish and Principal of St Lawrence Catholic School.

A breakdown of the options to meet both service and financial commitments to the Parents Club initiatives is shown in Appendix A - "Share Program". During or following the conclusion of each school calendar year, the Parents Club Advisory Board, in coordination with school Administration, determines the financial commitment that must be met by Club members for the School budget for the following year, with the financial portion being referred to as the "Parent's Club Commitment". Families will have a choice to meet this commitment through a personal financial contribution, acts of volunteer service or fundraising, or a combination of the two. The quantities required for each shall change as is deemed necessary to fulfill the financial obligations of the Club to the School.

Appendix A - Share Program

Appendix B - Committee Chairperson Activity Form (name, points for chair, volunteer needs, milestone dates, budget (if applicable), Facility requests)

Appendix C - Committee / Chairperson List (incl Committee/Event, Person, Points for Service, Tenure in years)

Appendix D - Preliminary Schedule (incl Advisory Board Meetings, General Parent's Club Meetings, Estimated Event Dates, etc)

Appendix E - Advisory Board Confidentiality Agreement