

ST THERESE SCHOOL PARENTS' CLUB BY-LAWS

ARTICLE I - NAME

The name of this organization will be the St. Therese Parents' Club.

ARTICLE II - OBJECT AND PURPOSE

The object and purpose of the St. Therese Parents' Club will be to support the school in educational endeavors, to provide financial assistance through fund raising activities, to support the school in public relations, to provide parent education and to promote social activities for the St. Therese School families. The school Principal will represent the St. Therese Parents' Club at the Pastoral Council meetings.

ARTICLE III - AUTHORITY

St. Therese Parents' Club is an advisory body to the Principal. The Principal shall act as an overseer and advisor to the Parents' Club. Activities that involve parish grounds, buildings or use outside vendors must follow Archdiocesan/Parish guidelines.

ARTICLE IV - MEMBERSHIP

The membership shall consist of all parents or guardians of students enrolled in St. Therese School. The faculty is welcome and encouraged to attend all meetings.

ARTICLE V – OFFICERS

The officers of this organization shall be a Chairperson, a Co-Chairperson, a Secretary, a Treasurer, a Fundraising Officer and Community Involvement Officer. Each office may be held individually or may be shared, such as a husband and wife serving together as Chairperson. The term of office will be for one year, beginning June 15th of each year, and no person (or persons) will be eligible to hold the same office for more than two consecutive terms.

The Chairperson will preside at all general membership meetings of the Parents' Club and its Executive Board meetings. He/She will serve as overall coordinator of all Parents' Club activities. He/She will appoint a member of the Parents' Club Executive Board as a

liaison to attend School Advisory meetings. He/She will prepare and publish agenda for Executive Board meetings and general Parents' Club meetings the Thursday prior to the meeting. He/She will submit a quarterly report of Parents' Club activities to the St. Therese-vents Newsletter.

The Co-Chairperson will perform the duties of the Chairperson in the Chairperson's absence. In the event the Chairperson's position becomes vacant, the Co-Chairperson will assume the duties of the office of Chairperson. The duties of the Co-Chairperson will be assigned by the Chairperson deemed necessary, to assist in the Parents' Club activities. The Co-Chairperson automatically assumes the position of Chairperson the following school year. The Co-Chairperson will coordinate the preparation of ballots for the annual election of Executive Board officers. In the event the Co-Chairperson position becomes vacant, the Principal has authority to appoint someone to that position.

The Secretary will keep minutes showing a true and accurate record of all meetings of the Parents' Club and Executive Board. Copies of these minutes shall be submitted to the Principal and Executive Board and distributed to all parents in a timely manner. It is recommended that minutes be distributed within 3 weeks of the meeting. Additional assigned duties will be to assist the Chairperson in typing and distributing correspondence relating to Parents' Club activities.

The Treasurer will have the responsibility of receiving and disbursing all moneys associated with Parents' Club activities in accordance with the operating procedures of the Parish. All disbursements must have the authorization of the Chairperson or Principal. Any two of the following: Treasurer, Principal or the Parish Business Manager, will have signing authority on checks issued against the account of the Parents' Club. He/She will make a verbal financial report at each general membership meeting and a written annual report to be audited and certified by the Parents' Club Executive Board. An annual report shall be submitted to the Principal, Pastor and Administrative Council. The Treasurer is to follow established diocesan financial procedures.

The Community Involvement Officer will act as a liaison for new parents and make sure that Kindergarten parents and new parents are up to date on happenings at the school. They are a "contact" person for those who have questions about what is happening at the school and how they can be involved by having one "go to" person they can ask questions of. The Community Involvement Officer will work closely with the Room Parent Chair to fill any needs for classroom parties and school celebrations.

The Fundraising Officer will be responsible for overseeing the major fundraisers for the school year (currently those are Jog-A-Thon, Raffle and Casino Night). The Fundraising Officer **does not** run the fundraisers rather makes sure that the chairs for each of these events has the necessary volunteers and support people. The chairs report how the fundraisers are going, needs they have, and any concerns to the Fundraising Officer. The Fundraising Officer reports these directly to the Parents Club Executive Board as needed.

ARTICLE VI - EXECUTIVE BOARD STANDING COMMITTEES

Fair Share Chair

The Fair Share Chairperson will prepare a monthly report to the Parents' Club Executive Board accumulated hours worked per family, for the previous month. He/she will also prepare three times a year, a written report informing parents of Fair Share hours completed and hours necessary to complete the parents' annual commitment.

Before the school year starts, the Fair Share Chairperson will collate all Fair Share registration sheets and provide various fund-raising chairpersons list of parents wishing to work in various fund-raising events.

The Fair Share Chairperson will report to the Principal in cooperation with the Parents' Club Chairperson, a report of all Fair Share hours accumulated by each family. This year-end report should be submitted by May 5th. This report determines the amount charged to each family for unfulfilled fair-share hours for the school year.

Casino Night Chair

The Chairperson will give monthly reports to the Fundraising Officer regarding the Casino Night. The Chairperson will also prepare and present the budget for approval by October of the current school year. All major Casino Night changes will be cleared through the Executive Board. The Chairperson will work with the Business Manager to secure licensing with the Department of Justice for any Oregon State controlled events.

Raffle Chair

The Raffle Chairperson will give monthly reports to the Fundraising Officer regarding the raffle. The Raffle Chairperson will prepare and present a budget for approval by the October. The Chairperson will work with the Business Manager to secure licensing with the Department of Justice for any Oregon State controlled events.

Jog-A-Thon Chair

The Jog-A-Thon Chairperson will give monthly reports to the Fundraising Officer regarding the Jog-a-thon prior to the event and immediately after the event takes place. The Jog-A-Thon Chairperson will prepare a budget for approval at least a month prior to the Jog-a-thon taking place. The Jog-A-Thon Chairperson will work with the Facilities manager to prepare the field for safe student use.

Room Parent Chair

The Room Parent Chairperson works with the principal to communicate important information to the parents. The Room Parent Chair contacts each grade-level Room Parents from Preschool to 8th grade as necessary. For example, they will assist the teachers by organizing class parties (Christmas and Valentine's Day). They will begin a telephone tree to all parents, giving information on snow closures/late openings and/or emergencies. The Room Parent Chair will contact each grade-level chair to set-up Staff Appreciation Week in May.

Scrip Coordinator

The Scrip Chairperson duties include, promoting sales to parents, arranging for volunteers to sell scrip before and after school as well as on weekends after each Mass.

OTHER STANDING COMMITTEE CHAIRPERSONS:

Any other committee chairpersons such as but not limited to, The Grandparents' Day Chairperson, BINGO Chairperson, Halloween Bash Chairperson will give monthly reports to the Executive Board regarding the events under their care. If moneys are involved, the Chairperson will prepare and present a budget to the Executive board for approval prior to the event(s) taking place.

Board will serve as a forum for parent opinion on school issues. The Executive Board will act as the nomination and election's committee for all Parents' Club election.

ARTICLE VII - ELECTIONS

The positions of Co-Chairperson, Secretary and Treasurer will be filled by volunteers. If however, multiple people volunteer for a position, elections will be held. Suggestions for officers will be accepted annually during April and should be submitted to the Executive Board. Any member of the Parents' Club may submit names for consideration. The Executive Board will prepare a list of candidates. The Pastor/Principal will approve all nominees prior to announcement of candidates. Elections, if necessary, will be held by secret ballot at the May general membership meeting.

ARTICLE VIII - GENERAL MEMBERSHIP MEETINGS

A schedule of general membership meetings will be published at the beginning of each school year with announcements of each meeting published in the monthly parish and school calendar. A notice of meeting and an agenda should be sent to each home at least one week prior to each meeting.

Agenda planning meetings with the Executive Board will be held prior to the general membership meetings.

The general membership meetings will consist of two parts: business matters and parent education. All meetings will be accomplished in an orderly manner following the planned agenda.

ARTICLE IX - AMENDMENTS

The By-Laws may be amended by the Parents' Club Executive Board, subject to the approval of the Pastor and Principal.

ARTICLE X – SCHOOL OPERATION COMMITTEES

School Operation Committees - these committees shall be headed on a volunteer basis under the direction of the Principal to help support the daily school activities. These committees are: uniform exchange, room parents, baby-sitting and others, as required.

ARTICLE XI - BUDGETS

Each year the Parents' Club Executive Board will decide all fund raising goals and objectives for the next school year. Each fund raising project chairperson will submit to the Chairperson a budget of projected expenses and income for their project. The Executive Board will then formulate an overall budget, by January, for the next school year, detailing each fund raising project and its associated income and expenses. Any deviation from the submitted budget must be approved by the Executive Board.

Approved by Executive Board

Ratified by St. Therese Parents