

*St. Charles
Catholic School*

*Home & School
Association
By-Laws*

Amended October 14, 2008

ST CHARLES HOME & SCHOOL ASSOCIATION
BYLAWS

Article I - Name

The Name of this Association shall be the St. Charles Home and School Association of Greenville in the Diocese of Grand Rapids, State of Michigan.

Article II - Objective

The objective of this association is to support and enrich the education of St. Charles' School children and to develop a closer relationship between parents and educators to secure for children the highest advantages in physical, mental, spiritual and social education.

Article III - Policies

Section 1: This association shall be a nonprofit organization that supports and respects the established school policies and practices as set forth by the Pastor, Principal, and St. Charles Board of Education. New policies shall be communicated to the membership at the meeting following adoption.

Section 2: In the event of dissolution of the organization the assets shall revert to St. Charles Catholic School and such assets distributed at the principal's discretion.

Article IV - Membership

Section 1: Any school child parent or legal guardian who subscribes to the purposes and basic policies of this organization shall be members of this association, subject only to compliance with the provisions of the Bylaws. Membership in this organization shall be available without regard to race, gender, creed or national origin.

Section 2: Members in good standing are members who attend at least 50% of the meetings in the current and/or prior year. New members must attend at least 50% of the meetings from the time of registration. Members in good standing shall be eligible to serve in any of its elective or appointed

positions. Members of the organization shall be eligible to participate in its business meetings.

Section 3: The Membership year shall be from the first day of July to the last day of June the following year.

Section 4: The voting membership shall consist of the members in good standing.

Article V - Officers and Elections

Section 1: The officers of this organization shall be: President, Vice President, Secretary, Treasurer, Principal, Teacher Representative, and two Parent Representatives from each grade. Positions of President, Vice President, Secretary and Treasurer must be limited to one St. Charles Catholic School Faculty member.

Section 2: The terms of office shall be as follows: President – 2 years; Vice President – 1 year; Secretary – 1 year, Treasurer – 2 years; Teacher Representative – 1 year; Parent Representative – 1 year; and Principal – ex officio member.

Section 3: Elections for new officers will be in May.

- A. Elections will be made by a majority vote of members in good standing.
- B. Officers shall assume their duties on the first day of July and shall remain in office until their successor assumes the office.
- C. A person shall not be eligible to serve more than two consecutive terms in the same office, except for Parent Representatives. If a Parent Representative wishes to remain a Representative and no other parent is representing the said class, then the present Parent Representative shall be allowed to serve more than two consecutive terms.
- D. A vacancy occurring in any office shall be filled for the unexpired term by a person elected by a majority vote of the remaining members in good standing. The President shall serve notice of the election. In the case of a vacancy occurring in the office of president, the vice-president shall serve notice of the election.

Section 4: All members in good standing will be part of the nomination committee. This committee shall select its own chairman.

- A. An invitation to serve on the St. Charles Home and School Association will be sent to all parents of St. Charles students by way of the monthly/quarterly newsletter or by separate notice from the Association. This invitation will be sent in the month of March.
- B. Nominated individuals will be contacted and only those who have signified their consent to serve shall be considered on the ballot.
- C. If two members in good standing are both nominated to the same position, Section 3.B. above stands.

Article VI - Duties of Officers

Section 1: The President shall:

- A. Preside at all meetings of the organization and officers.
- B. Appoint necessary committees and be an advisory member on them.
- C. Set agendas, produce a periodic newsletter, and submit a monthly report for the St. Charles Board of Education.

Section 2: The Vice President shall:

- A. Act as an aide to the President and perform the duties of the President in the absence or disability of the President.
- B. Enlist parent's help.
- C. Become President the following year

Section 3: The Secretary shall:

- A. Keep an accurate record of all meetings of the organization.
- B. Conduct the correspondence delegated to him/her, including publicity, thank-you notes to any guest speaker the association sponsors, and recording the association's events.
- C. Take roll, read minutes, and read any correspondence received.
- D. Have custody of all papers belonging to the organization, but not otherwise under charge of any other official.
- E. Prepare and distribute notices to every student in the school informing them of the St. Charles Home & School sponsored events, when not covered by committee.

Section 4: The Treasurer shall:

- A. Have custody of all funds of the organization and be responsible for the receipts and disbursements of the association.

- B. Present a financial statement at each meeting including the balance and the monthly financial activity.

Section 5: The Teacher Representative

Is a liaison between the teachers and the association. They shall convey any need and suggest any activities they feel are pertinent.

Section 6: The Parent Representative

Is a liaison between the room parents or the parents of the school children at large, and the association. They shall convey any need and suggest any activities they feel are pertinent.

Section 7: The Principal

Is a liaison between the Board of Education or the Pastor and the association.

Section 8: All officers shall deliver to their successor all official material no later than ten days following the expiration of their term of office.

Article VII - Meetings

Section 1: The members shall meet once per month on a designated day and time, which will be determined by them. At least four (4) meetings must be held during the school year. A seven-day notice shall be given if meeting dates are changed.

Section 2: Special meetings may be called as needed by the President, but no business shall be transacted except that for which the meeting was called.

Section 3: Any officer expecting to be absent from a meeting shall notify the President or Secretary by noon of the meeting day.

Section 4: Three members, one of whom shall be the President, Vice President, Secretary or Treasurer, shall constitute a quorum for the transaction of business in any meeting of this origin.

Article VIII - Committees

Section 1:

- A. Officers may create such standing committees as it deems necessary to promote the purposes of the organization.
- B. The term of each chairman shall be one year, unless no other members wish to be chairman for said standing committee.
- C. The Chairman of all standing committees shall inform the officers of their plans and no committee work shall be undertaken without the approval of the officers.

Section 2: Standing committees

Standing committees are room parents, pizza fundraiser, Thanksgiving family luncheon, parent enrichment program, after school enrichment program, staff appreciation luncheon, bulletin board, candy sale, Christmas cookie bake, Christmas bazaar baked goods booth, Catholic schools week open house, Catholic Schools Week, Danish Festival Float, SCRIP, assemblies, public relations coordinator, grade 8 graduation party, and Friend in Need.

Section 3: Room Parents

Two room parents per classroom will help communicate the teachers' needs to other classroom parents. They will plan and find helpers for holiday parties according to the teachers' wishes.

Section 4: Pizza Fundraiser

A pizza fundraiser lunch is provided on most Friday throughout the school year. Volunteer duties include setting up tables with napkins and plates and handing out pizza that is delivered from a local pizzeria. Volunteers will also collect the student's pizza coupons and turn them into the school office for delivery to the Home & School President for tabulation. Volunteers will also clean up as needed following the pizza lunch.

Section 5: Thanksgiving and Catholic School's Week Lunch

Volunteer duties include providing hot lunch in November and during Catholic Schools Week for the students, staff, and participating parents. Creation of menus and sign up sheets for students, as well as setting prices and purchasing food. Set up and clean up. Get additional volunteers as needed.

Section 6: Staff Luncheons

Volunteer duties include providing a meal during parent-teacher conferences in November, and Teacher Appreciation Week in May. Get volunteers to prepare and bring in food, set up and clean up as needed. Volunteers are needed to watch over classrooms, playground, or answer phones while staff eats and coordinate volunteers as necessary.

Section 7: Annual Candy Bar Sale

Two people co-chair this function. Order candy bars and arrange for their delivery, distribute candy bars to parents, collect money and deposit proceeds, and motivate sellers, as needed.

Section 8: Parent Enrichment Programs

Arrange for speaker, contractor and confirm dates (usually three per school year). Advertise parent enrichment night to families and introduce speaker on night of presentation. Arrange for refreshments for the evening and the treasurer to compensate the speaker. Write a thank you note to speaker after the program is completed.

Section 9: After-school Enrichment Programs

Coordinate for the provision of after-school enrichment programs (such as Spanish classes, guitar lessons, chess club, etc). Arrange for instructors for the programs and additional helpers or supervision, as needed. Coordinate advertising and registration for activity.

Section 10: Christmas Cookie and Baked Goods Booth

Arrange for cookie donations and get volunteers for the day of the sale. Set-up the tables/racks for bazaar and take down afterwards.

Section 11: Catholic Schools Week Open House

Ask parents for cookie donations and find helpers for serving after all three Masses. Arrange a serving table across from the Principal's office and set out cookies, coffee, and punch. Clean up after the last Mass.

Section 12: Catholic Schools Week Breakfast

Volunteer duties include providing breakfast to students, staff and area officials and volunteers. Create menu and purchase food and decorations. Set up, clean up. Get additional volunteers as needed.

Section 13: Danish Festival Float

Coordinate registration and arrange for a float to be in the parade. Purchase materials and organize a construction location and work schedule. Find driver and people to ride on the float.

Section 14: Scrip

Order SCRIP for cash and carry, as well as individual orders. Balance records and inventory and handle all banking activities. Record tuition credits and notify parents three times per year of their credit amounts. July 15, November 15, and April 15, are the current “cut-off” times for credits to be tallied. SCRIP credits are allowed for schoolbooks, tuition, and playground fees, Home and School fee, Religious Education fee and/or 8th grade field trip.

Section 15: Assemblies

Work with teachers to incorporate assemblies into the school year. Assemblies must be age appropriate and agreed upon by the staff. Check with the school principal and/or secretary to schedule a date and time. Contact the parish office to have the necessary room available and set up. Try to offer a variety of assemblies based upon the current and past years.

Section 16: Public Relations Coordinator

Assist Home and School with posters and advertisements of various programs and events, such as bulletin boards in the church gathering space, church bulletin, and Daily News (paper). Assist with Kindergarten round up in advertising to area pre-schools.

Section 17: Grade 8 Graduation Party Coordinator

Create menu (usually appetizers, cake, punch, and coffee) and supervise the set-up, preparation, serving and clean up of the event. Find volunteers and coordinate and communicate all plans with the eighth grade teacher.

Section 18: Friend in Need

Volunteer to organize meals if a parent of St. Charles School child is ill/deceased and in need for meals. Teachers will relay the request from the family to the volunteer. Organization is then needed to create a spreadsheet of the meals needed and how to arrange for transportation of the meals to the family.

Article IX - Parliamentary Authority

ROBERT'S RULES OF ORDER NEWLY REVISED shall govern the association in all cases in which they are applicable and not inconsistent with these bylaws and any special rules of order the association may adopt.

Article X - Amendment of Bylaws

These bylaws can be amended at any regular meeting of the association by a majority vote of attending members in good standing, provided the amendment has been submitted in writing at the previous regular meeting.