

## **BYLAWS FOR ST. CECILIA CATHOLIC SCHOOL PARENT CLUB**

It is the mission of the St. Cecilia Catholic School Parent Club to facilitate, encourage and ensure ongoing community building by providing activities, fundraising events and service to the parish school. The club is a vehicle supporting communication between home and school, offering a mechanism for parent education and serving as a structure for political action when needed.

### **Article I. Name of Organization**

The name of this body shall be the St. Cecilia Catholic School Parent Club, hereby referred to in this document as Parent Club.

### **Article II. Purpose and Function**

The purpose of the Parent Club is to support the St. Cecilia Catholic Parish School. The Parent Club is a vehicle through which parents can provide support and service to the parish school. In fulfilling its purpose, the Club will have the following objectives.

- To work in conjunction with the St. Cecilia School Commission to broaden understanding and foster appreciation of Catholic education.
- To work within the framework of the parish, and the school and consult with the pastor and principal to foster a spirit of cooperation between the school and other parish organizations.
- To assist in the operation of the school as needed through volunteer activities.
- To be responsible for organizing and conducting fund raising activities that support the school.
- To develop within a Catholic community, positive relations among parents, students, school faculty and the parish by providing parent education, social and community building opportunities.
- To provide advocacy for the school by providing letter writing, phone calls, and/or visits to legislators when needed for issues that might concern the school.

### **Article III. Membership of Organization**

#### **Regular Membership**

Regular membership shall consist of all parents or guardians of students enrolled in the parish school.

## **Ex Officio Membership**

The following shall be non-voting members of the St. Cecilia Parents' Club by virtue of their positions: Pastor, Principal of the School, and teachers of the School.

The Parent Club is accountable to the principal who must approve all officers, adoption of all resolutions, and the planned social and fundraising events.

The Executive Committee/Board consists of the selected officers, school principal, and chairpersons of the standing committees (see Article IV).

The Executive Committee/Board works closely with the School Commission to fully understand the needs and concerns of the school.

Disbursements from income raised by Parent Club are to be determined in collaboration with the principal, School Commission, and Parent Club.

## **Article IV. Officers**

The Parent Club will select an Executive Committee/Board who shall be responsible for the operation and management of the Parent Club. The Executive Committee/Board shall have authority to commit the Parent Club to action in consonance with resolutions adopted at meetings of the Parent Club. The Executive Committee/Board shall consist of the selected officers, school principal and the chairperson of the standing committees (Scrip, Hospitality, Volunteer coordinating, Programs, etc.).

The President shall serve one year, immediately following their year as Vice-President. The Vice-President shall serve as President year two, thus completing a two-year term. The Secretary shall serve a one year term, renewable for year two. The Treasurer shall serve a one year term, renewable for year two.

## **Nominations and Selection**

The Officers of the Parent Club shall seek out and prepare a slate of prospective Executive Committee/Board by nomination either by self or others. The nominees would meet the following criteria:

- Has shown interest in the activities of the school/parish.
- Has been cooperative with the school administration, staff and other parents.
- Is supportive of and represents well the Catholic identity of the school.
- Is available to attend meetings and periodic in-service programs and to participate in committee work.

## **Selection**

Nominations for new Officers of the Parent Club who meet the eligibility shall take place at the February meeting of the Executive Committee/Board. The slate of approved candidates should be presented at the next meeting of the Parent Club for approval. New officers should attend Executive Committee/Board meetings in May and June for orientation purposes prior to beginning their term on July 1st .

## **Duties of the Officers**

The President shall be responsible for scheduling and conducting meetings of the Parent Club and the Executive Committee/Board in collaboration with the principal. The President reports at School Commission meetings and is a voting member of School Commission.

The Vice-President shall perform the duties of the President when s/he is absent or unable to act. The Vice President shall be the School Commission Representative and attend School Commission meetings. H/she shall act as a liaison between the two bodies and make a report at Parent Club meetings.

The Secretary shall maintain a written record of all acts of the Parent Club; conduct, receive and dispose of all correspondence as directed; and preserve all reports and documents committed to his/her care.

The Treasurer, following the guidelines described in the Parish Administrative Manual and the Archdiocese of Seattle financial guidelines; shall account for all Parent Club funds, and will provide monthly reports to Parent Club Executive Committee /Board, Principal, parish treasurer, and Pastoral Coordinator.

## **Article V. Meetings**

The Executive Committee/Board shall meet monthly throughout the school year at a date and time determined by them and in collaboration with the principal. At least three meetings per year shall be held for the entire Parent Club.

- The President may call special meetings as needed of the Parent Club with the approval of the principal.
- The monthly meetings of the Executive Committee/Board or a portion thereof may be open to all members of the Parent Club at the discretion of the President.
- The Parent Club may fix its own rules of procedure. If a motion fails, Parliament Procedure shall apply.

## **Article VI. Standing and Ad Hoc Committees**

Standing committees will be named and a chairperson delegated.

The Parent Club may, by resolution, provide for such other committees, as it deems advisable and discontinue the same at its pleasure.

Each committee shall have such powers and shall perform such duties as may be assigned to it by the Parent Club and shall be appointed and vacancies filled in the manner determined by the Parent Club. In the absence of other direction, the President shall appoint all committees.

The committees will address the current and future needs of the school and may include the following:

- Fundraising
- Communications
- Volunteers
- Social events
- Uniform Exchange
- Teacher/Staff Moral boosters
- Speakers for Parent Club Meetings

## **ARTICLE VII:                    RULES OF ORDER**

Ten families shall constitute a quorum of a general membership meeting. A majority of the Parent Board voting membership shall constitute a quorum of the Parent Board.

The rules found in the current edition of Robert's Rule of order (Newly Revised) shall govern this organization in all cases to which they are applicable and in which they are not inconsistent with these bylaws and/or standing rules or special rules of order the organization may adopt.

## **ARTICLE VII                    AMENDMENTS**

These bylaws may be amended at any regular meeting of the St. Cecilia's Parents' Club by a two-thirds (2/3) vote of the membership quorum present and voting, provided that written notice of the proposed amendment has been submitted in writing at the previous regular meeting or in writing at least five days prior to the meeting at which the amendment will be proposed.

St. Cecilia Catholic School Parent Club  
Approved and adopted: 06/02/2011