

Holy Ghost Catholic School Home and School Bylaws

Revised 3-24-2010

I. GOVERNING PRINCIPALS

One of the fundamental purposes of the Holy Ghost Home & School Association is to form a partnership between the home and the school to promote a positive form of cooperation and communication. The Association will provide an effective medium for the enhancement of a quality education, encompassing the social, academic, and spiritual well-being of the child.

The specific purposes of the Association are as follows:

- A. To develop a positive interaction between the parent and the educator.
- B. To offer opportunities for all concerned to understand the total school program and the Catholic philosophy of education.
- C. To provide an opportunity for parents to aid and assist in the educational process through mutual understanding and concern.
- D. To appropriate funds collected via "Patriot Fees". These funds are to be distributed for betterment of the student body and HGS in lieu of conducting individual fundraising events. The Patriot Fee has been established as a means to limit fund-raising events, other than special projects, that have been determined as burdensome by parents. Funds cannot be used for entities outside of HGS.

The Home and School Association is not the following:

- A. The Home and School Association is not a money-making organization, although there will be times when a specific project will present itself which can best be accomplished by the Association.
- B. The Home and School is not an administrative or supervisory committee established to operate the school.
- C. The Home and School Association is not an open forum to be used by an individual to voice problem better handled in private discussions with teachers. The specific purposes of the Association are as follows:

II. CONSTITUTION AND BYLAWS

ARTICLE I – NAME

The name of this organization shall be Holy Ghost School Home and School Association.

ARTICLE II – OBJECT

Section 1. The object of this association shall be the advancement of the Catholic education and the welfare of all the school children of this parish

Section 2. It shall further be to act in the promotion of parent-school activities and to increase, on the part of its members, interest in educational and civic affairs.

Section 3. It shall attempt to enhance the parent's and teacher's role in the education of

the child by increasing their knowledge of education and its processes by increasing their mutual understanding of children, and by providing an opportunity for parents and teachers to work together for the good of the child.

ARTICLE III – AUTHORITY

The Pastor and School Board have the responsibility for the school, and this association shall function only with their consent.

ARTICLE IV – MEMBERSHIP

Parents/guardians with children enrolled at Holy Ghost school are automatically granted membership in the Association.

ARTICLE V – OFFICIERS

Section 1. The officers of the Association shall be a President, a Vice-President, a Secretary and a Treasurer. The term of office shall be for (1) year and no person shall hold the same office for more than (2) consecutive years.

Section 2. The President shall preside at all meetings of the Association and of the Executive Board. He/She shall perform all the duties pertaining to the office; Shall hold a seat on the School Board; Shall appoint special committees; Shall be an Ex-Officio member of all committees; Shall be the Association's representative at all Diocesan meetings and any community or at large functions; Shall allocate other duties to the Executive Board as needed; Shall receive notices of all meetings and shall countersign any checks; Shall fulfill the duties of Past-President in the school year following their Presidency.

In order to be eligible for the Presidency, the candidate must have been an Association member for no less than 2 years and must have previously held a position on either on the Executive Board or have served as a Chairman of a Sub-Committee.

Section 3. The Vice President shall perform the duties of the President in his/her absence, and shall assume the duties of the office until the next annual election if the office of the President becomes vacant. Shall open meetings with a prayer; Shall sit on the Executive Board; Shall ensure the Executive Board and General Meetings adhere to the Association Bylaws, Standing Rules and when necessary Robert's Rules of Order; Shall ensure the Association's Bylaws are updated and documented as necessary; And shall chair the Special Projects Standing Committee.

Section 4. The Secretary shall keep a minute book showing a true and accurate record of all meetings of the Association and of the Executive Board; Shall ensure the Home and School Meeting minutes are posted on the School website; Shall send notices of regular meetings to members prior to said meetings; Shall handle such correspondence as the President or Executive Board shall direct; Shall oversee the administrative support staff is properly recognized in conjunction with Secretary's Week and he/she shall perform such further duties as the Executive Board shall designate. The Secretary sits on the Executive Board.

Section 5. The Treasurer shall receive all dues and other monies and shall make disbursement only as directed by the Executive Board and countersigned by the President. He/She shall make oral financial reports at each general meeting in addition to a written annual report which shall be examined and certified by the Finance Committee of the Association, which is chaired by the Treasurer. The Treasurer sits on the Executive Board.

ARTICLE VI – EXECUTIVE BOARD

Section 1. The Administrative body of this Association shall be known as the Executive Board. The Board will consist of the Association’s President, Vice-President, Secretary, Treasurer, School Principal and the Chairperson for each Standing Committee. The Past-President serves as Ex-Officio for one year. Members of the Executive Board may not serve as chairmen of other Sub-Committees.

Section 2. All matters of policy and administration shall be vested in the Executive Board.

Section 3. A quorum of the Executive Board shall be a simple majority of the members present.

Section 4. Meetings of the Executive Board shall be held at the call of the President or any three members of the Executive Board.

Section 5. The Executive Board shall have the right to fill any vacancies among the officers of the association, subject to subsequent approval of the membership.

Section 6. The Executive Board shall have the right to add or delete standing committees and their sub-committees, and shall have the power to appoint temporary chairmen of said committees.

ARTICLE VII – ELECTION

Section 1. It is the responsibility of the Nominating Chairman to distribute a form to the Association membership soliciting nominations to fill the positions on the Executive Board and each Sub-Committee Chairperson. Nominations must be received no later than one month prior to the last scheduled Association meeting for the school year. The names gathered will then be reviewed by the Nomination Committee, who will then formulate a recommended slate to be considered for election by the Association Membership during the last scheduled Association Meeting. Prior to the meeting, persons under consideration must be contacted to ensure they would be willing to serve in the proposed capacity. Nominations from the floor will be allowed and treated as a write in candidate. In this instance those candidates must be in attendance and give their consent to be placed on the ballots. Voting will be done by secret ballots which will be distributed at this meeting and must be returned at the end of the meeting. Results will be published in the following week’s newsletter. The candidate-elects are to take office the first day following school dismissal for the summer and are a year in duration.

ARTICLE VIII – GENERAL MEMBERSHIP MEETINGS

Section 1. There shall be meetings during the school year at such times as the president or Executive Board shall decide.

Section 2. At a regularly called meeting of the membership, those present shall constitute a quorum.

ARTICLE IX - PARLIAMENTARY PROCEDURE

The rules contained in *Robert's Rules of Order, Revised* shall govern this Association in all cases not otherwise covered by the Bylaws or Standing rules.

ARTICLE X – BYLAW REVISIONS

A simple majority of the Home and School Membership or of the Executive Board is necessary to make Bylaw revisions or to add amendments. Voting taken during a General Membership meeting will be done by secret ballots which will be distributed at the meeting and must be returned at the end of the meeting in order to be considered for the vote.

III. STANDING RULES

These are permanent rules adopted on matters of association policy and operation. These may only be changed by two-thirds (2/3) vote of the membership in attendance at a general meeting. Voting will be done by secret ballots which will be distributed at the meeting and must be returned at the end of the meeting.

- A. Dues (also known as the Patriot Fee), in an amount fixed by the Executive Board shall be assessed annually, for each family and is payable with tuition.
- B. All expenditures under \$1000.00 may be approved by the Executive Board without approval of the membership. Any expenditure voted on by the membership must have had prior approval of the Executive Board.
- C. Copies of the Treasurer's report shall be given to the School Board annually.
- D. There shall be at least two (2) regularly called general membership meetings a year.

IV. COMMITTEES

The Association shall have the following Standing Committees, each which will oversee numerous Sub-Committees. The process to dissolve or begin a new Subcommittee will be initiated by the appropriate Standing Committee Chairperson. That Standing Committee Chairperson will present the proposed change to the Executive Board for final approval. Sub-Committee responsibilities can be found in Appendix A to these Bylaws. Sub-Committee responsibilities can be modified at the discretion of the Committee Chairman and upon approval of their designated Standing Committee Chairmen. Committee and Sub-Committee chairperson terms are (1) year and no person shall hold the same position for more than (2) consecutive years.

Each committee chair must provide the Executive Board their proposed budget for the next school year no later than March 31st to make them eligible to receive their funds at the start of the new school year or when applicable, the summer proceeding the upcoming school year. If during the new school year the committed incurs an unexpected expense, they will follow the same funding procedures as defined in Addendum B- Section 2.

STANDING COMMITTEES:

A. Finance Committee

This committee shall be chaired by the Treasurer. Other Members include (2) members of the Association and the Principal. It shall be the function of this committee to do the following:

- (1) examine and certify the annual treasurer's report,
- (2) research and analyze requests for funding made to the Board,
- (3) present suggestions for the best utilization of funds of the organization

B. Volunteer Coordination Committee

This committee shall be responsible for implementing the services and talents of the Association members for the betterment of the school; Shall maintain a system for ensuring volunteer opportunities that are needed by Faculty and Staff are made known to Association members in an effort to not only assist the faculty and staff, but also to draw from as many of the Association members as possible; They shall administer the volunteer sign up sheet at the start of the school year; Shall recruit and organize all volunteers for placement on all Association committees as needed throughout the year; Shall report of volunteer activities or concerns at each Board meeting; The Volunteer Coordination Committee Chairperson will sit on the Executive Board, the Sub-Committees falling under this Standing Committee's oversight and the Nomination Committee;

The Sub-Committees shall include the following:

1. Room Mothers Committee
2. Cafeteria Volunteers Committee
3. Library Volunteers Committee
4. Nomination Committee
5. Career Day Committee
6. Faculty Liaison (One representing the Elementary Aged Grades and One representing the Middle School Grades)

C. Public Relations Committee

This committee has the duty of positively promoting Holy Ghost and providing a means of communication within the Association, Parish and community at large. Chairperson will ensure communications delivered on behalf of the Association are cohesive and abide by the goals and polices of the Association. Assist administration in recruiting new students; Communicate and identify Holy Ghost Alumni to keep them aware of the schools on-goings as well as the parish at large; The Public Relations Chairperson will sit on the Executive Board as well as the subcommittees falling under this standing committee's oversight;

These Sub-Committees shall include the following:

1. Newsletter Committee
2. Directory Committee
3. Website Committee
4. Social Activities

D. Special Projects Committee

The Special Projects Chairperson (Vice-President) will sit on the Sub-Committees falling under this standing committee's oversight; They will work to ensure the fundraising efforts do not unduly burden the Association Membership; Shall create an annual calendar to assist in the disbursement of these activities to minimize their impact on one another; Shall coordinate fundraising efforts and initiatives undertaken by the Association or outside organizations acting on the school's behalf to ensure there is not a duplication in efforts or services.

These Sub-Committees shall include the following:

1. Golf Tournament Committee
2. School Supplies Committee
3. Corporate Giving Committee (Formally known as Box Top's)

E. Hospitality and Special Events Committee

The Hospitality and Special Events Chairperson will sit on the Executive Board as well as the Sub-Committees falling under this standing committee's oversight; They will work to ensure donation efforts do not unduly burden the Association Membership; Shall work with the Volunteer Coordinator to recruit volunteers to assist in set up, execution and clean up for each activity; Shall maintain documentation for each event that will provide a historical overview on menus, quantities, attendance and budgets.

These Sub-Committees shall include the following:

1. Grandparents Day
2. Street Dance
3. Teacher Appreciation Week
4. Volunteer Back to School Breakfast
5. Back to School Teacher Luncheon
6. Catholic Schools Week/ Wilson Wells Award Ceremony

PAST PRESIDENT

Duties and Responsibilities:

This position is not a committee, but rather an individual. They do not oversee any committee, but shall sit on the Executive Board and Nomination Committee. They shall provide current President with all documentation of the Association generated under their administration and serve in an advisory capacity as needed. Shall make every effort to attend all Executive Board and general meetings of the Association.

APPENDIX A

SUB-COMMITTEE RESPONSIBILITIES

Volunteer Coordination Standing Committee Sub-Committees:

ROOM MOTHER Sub-Committee

Duties and Responsibilities:

- Chairperson will work with Volunteer Coordinator to find a Room Mother for each class Pre-K through 8th grade
- Work with Room Mothers to ensure they are communicating necessary information to the parents in the class they represent;
- Fully utilize all parents within the class they represent; Understanding not all parents will be able to volunteer and finding jobs or tasks that working parents can participate in such as projects that can be done at home;
- Ensuring the teacher's needs are met as much as is possible.
- Make every effort to attend general meetings of the Association.

CAFETERIA VOLUNTEER Sub-Committee

Duties and Responsibilities:

- To promote the positive image of the school by recruiting parents to assist in the cafeteria.
- Meet the cafeteria manager to determine her needs.
- Develop a schedule of service and distribute to Volunteers.
- Work with Cafeteria Manager and Committee to implement activities to celebrate School Lunch Week which may include but is not limited to special guest servers, decorations and recognition gifts for staff.
- Make every effort to attend general meetings of the Association.

LIBRARY VOLUNTEER Sub-Committee

Duties and Responsibilities

- To promote the positive image of the school by offering parents the opportunity to assist in the library.
- This committee has two main functions each school year. They are responsible for coordinating the Book Fair in the fall and Dr. Seuss Birthday Week in the spring. It is up to the Library Sub-Committee Chairperson to determine if they want or need different persons to chair each of these events; Work with the Volunteer Coordinator to find the necessary resources to staff the book fair that week.
- Meet with the librarians to determine their needs.
- Develop schedule for library volunteers and monitor the program.
- Make every effort to attend general meetings of the Association.

NOMINATING Sub-Committee

Duties and Responsibilities:

- This committee is comprised of the Chairperson, the Volunteer Coordinator Chairman, the Past President, the Faculty Liaison Representative(s) and a person to be named by the School Principal from the Membership, Faculty or Administration.
- It is the role of the Nominating Sub-Committee to implement the election process as outlined in the Bylaws. In the event a vacancy occurs in an elected office, Nominating would make recommendations to the Executive Board for the replacement.
- Nominating is also responsible for seeking Nominations for the Mother Seton Award and holding the elections for that honor.

CAREER DAY Sub-Committee

Duties and Responsibilities:

- To promote the positive image of the school by coordinating a Junior High Career Day annually. The purpose of this event is to introduce students to an assortment of diverse career paths they can consider.
- Coordinate volunteers, speakers and greeters for Career Day.
- Make every effort to attend general meetings of the Association.

FACULTY LIASONS

Duties and Responsibilities:

- It is the role of the Faculty Liaisons to represent the concerns, requests and communications between the Holy Ghost Faculty and Staff to the Association.
- This is not a committee, but individuals that must be current educators at the school.
- They shall ensure all faculty and staff are aware of the process of requesting funding from the Association for specific projects and how to request volunteer resources.
- Work with Faculty and Staff in coordinating activities that involve them such as School Supplies, Teacher Appreciation week and Career Day to make sure plans are communicated properly and that their needs are accounted for.
- They will also serve on the Nominating Committee.
- Make every effort to attend general meetings of the Association.

Public Relations Standing Committee Sub-Committees:

NEWSLETTER Sub-Committee

Duties and Responsibilities:

- To promote the positive image of the school by preparing the school newsletter for publication and distribution to each family.
- Collect and edit articles for inclusion in the newsletter and obtain administrative approval prior to printing.
- Purchase the paper for the newsletters.
- Make every effort to attend general meetings of the Association.

SCHOOL DIRECTORY Sub-Committee

Duties and Responsibilities:

- To promote the positive image of the school by accurately compiling information on the faculty, administrators, students and parents for publication and posting on the school

website. Work with website chairman to keep database up to date. Print out copies upon request for Members without Internet access.

- Make every effort to attend general meetings of the Association.

WEBSITE Sub-Committee

Duties and Responsibilities:

- To promote the positive image of the school by disseminating information about the Association via the Holy Ghost Website.
- Furnish to the technology director all relevant information for posting to website such as upcoming events, articles, minutes of the meetings, etc.
- Make every effort to attend general meetings of the Association.

Special Projects Standing Committee Sub-Committees:

GOLF TOURNAMENT Sub-Committee

Duties and Responsibilities:

- To promote the positive image of the school by coordinating and executing the Holy Ghost Golf Tournament each year. It is the Chairperson's discretion to run this committee to best suit the needs of the volunteers, faculty and staff.
- The Chairperson is tasked with maintaining and documenting the policies, procedures, expenditures, contact information and processes used throughout the planning and executing process.
- Shall seek assistance from the Volunteer Coordinator and Room Mother Committee to fully utilize resources, sponsors, donations and volunteers.
- Make every effort to attend general meetings of the Association.

SCHOOL SUPPLIES Sub-Committee

Duties and Responsibilities:

- To promote the positive image of the school by offering to the parents of Holy Ghost an alternative to traditional school supply shopping.
- Coordinate with School Supply Representative.
- Coordinate with Faculty Liaison in getting updated school supply lists for each grade in the spring.
- Provide parents with school supply lists, pricing and ordering information if they want to participate in this voluntary service.
- Organize volunteers to help with distribution of information and upon arrival, school supplies.
- Make every effort to attend general meetings of the Association.

CORPORATE GIVING Sub-Committee

Duties and Responsibilities:

- To promote the positive image of the school by participating in the fundraising opportunities available to the school through various corporation opportunities.

- The existing programs this committee would oversee include, but are not limited to: Box Tops Program, Community Coffee Program, Winn-Dixie Program, Office Depot Program and Target Program.
- To publicize these funding opportunities which families can easily utilize; Generate more school wide participation in all of these programs.
- To research similar funding opportunities such as matching programs or online marketplaces, and bring to the Association those opportunities the committee feels should be added to the program.
- Make every effort to attend general meetings of the Association.

Hospitality and Special Events Standing Committee Sub-Committees:

GRANDPARENTS DAY Sub-Committee

Duties and Responsibilities:

- Plan and coordinate (2) Grandparents Day Mass/Breakfast to coincide with the National Grandparent's Holiday. One will be for 1st-4th and a second for 5th-8th Graders.
- Shall seek assistance from the Volunteer Coordinator and Room Mother Committee to fully utilize resources, donations and volunteers.
- Coordinate with school in planning stages and the Public Relations committee to publicize the event.
- Report activities to the Board.
- Make every effort to attend general meetings of the Association.

STREET DANCE Sub-Committee

Duties and Responsibilities:

- To promote the positive image of the school by offering the student body and their families a social function to strengthen the HGS community.
- Organize the serving of food and beverages.
- Plan and coordinate the Street Dance, including DJ or other entertainment that will be enjoyable by all age groups.
- Shall seek assistance from the Volunteer Coordinator and Room Mother Committee to fully utilize resources, donations and volunteers.
- Make every effort to attend general meetings of the Association.

HOSPITALITY Sub-Committee

Duties and Responsibilities:

- To coordinate and execute numerous functions throughout the school year to promote and recognize Catholic schools, educators, volunteers or other events deemed necessary by the committee and with approval of the Executive Board.
- These events include but are not limited to the following: Back to School Event, Registration Coffee & Pastries, Volunteer Event, Catholic Schools Week, Wilson Wells Award Event, Teacher Appreciation Events, which includes Faculty-Staff Meetings.
- Each year, Hospitality will receive a budget from the Treasurer to fund these events. The budget will be based on the previous year's expenditures and from input on the previous

year's chairman. It is imperative financial record and refreshments are documented by event for this reason.

- Shall seek assistance from the Volunteer Coordinator and Room Mother Committee to fully utilize resources, donations and volunteers.
- Make every effort to attend general meetings of the Association.

ADDENDUM B – FINANCIAL DISPERSMENT PROCESS

Section 1: The Home and School Association is tasked with the prudent, fiscally responsible distribution of a portion of the Patriot Fee Funds determined by the Holy Ghost School Board after careful consideration and in accordance of the Association's Bylaws, Section I. In accordance with the Patriot Fee's purpose to restrict fund-raisers, the Home and School Association will use this portion of the Patriot Fee Funding to purchase items for Holy Ghost School Classrooms and Campus that is not part of the schools ordinary budget. The Home and School Association will seek suggestions from the administration, faculty, staff and parents as to the use of these funds. The Home and School will then vote on these recommendations at a regular general membership meeting. A simple majority vote will then be used determine the items to be funded for the upcoming school year.

Section 2: Remaining Budget Year Allocations:

Any school organization, teacher, faculty, staff or Association Member may request funding from the Association. Funding request forms can be found in the Home and School box in the main building. These should be filled out and returned to the box for consideration. Requests under \$ 1000.00 can be approved by the Executive Council. Requests over \$1000.00 would first be considered by the Executive Council and if approved by them, would be presented at the next regularly scheduled Home and School meeting. For approval, the request must receive a majority vote of the membership in attendance at the meeting. For funding requests over \$1000.00 attention should be given to the General Membership meeting schedule to ensure a vote can be taken prior to when funding is needed