

# **School of St. Mary Parents' Association Bylaws**

## **Article I – Name and Mission**

The name of this organization is the School of St. Mary Parents' Association (which shall herein after be referred to as the SoSM PA). The SoSM PA supports the School of St. Mary's vision and mission and serves to enhance the educational and social environment of the school through effective activities and communications designed to support academic and financial goals. Every parent/guardian of a child at SoSM is a member of the PA. The SoSM PA shares the core value beliefs of the School of St. Mary. The SoSM PA does not actively participate in curriculum or school administration, as that is a function of the School Advisory Council (SAC). The organization receives direction and is ultimately accountable to the Pastor of the Church of St. Mary and the school principal and in his/her absence, the school assistant principal.

## **Article II – Purpose and Restrictions**

The School of St. Mary Parents' Association was formed as an official organization on May 14, 2014 as a volunteer committee of all parents/guardians to serve the school, administration, teachers, and students by:

- Providing community building opportunities through all PA activities.
- Organizing, overseeing, and performing all PA volunteer needs in a manner that aligns with a coordinated effort across the school, parish and any other stakeholder organizations necessary.
- Planning and carrying out fundraisers with proceeds lending to the support of the school and programs for continual improvement and enrichment.
- Lending to the school's continual advancement through active family support of time, talents, and treasure as it contributes to school-wide objectives and / or community building goals.

Restrictions:

- The sources of support shall be contributions, interest earned on bank accounts, and revenues from fundraising efforts including the Annual Fund (all such support collectively referred to hereinafter as "Proceeds.") No part of the proceeds of the SoSM PA shall incur to the benefit of, or be distributable among its members, officers, or other private persons except that the SoSM PA shall be authorized to pay reasonable compensation for

outside services/vendors and to make payments and distributions in furtherance of such purposes.

- The SoSM PA shall be nonpartisan. It shall not be affiliated with a national parent-teacher organization and therefore shall not require any dues or membership fees.
- The SoSM PA may cooperate with other organizations and agencies as long as their mission falls within the School of St. Mary, Church of St. Mary and Catholic values. The SoSM PA shall not engage in any activities that are counter to the SoSM or the Archdiocese of Chicago policies or procedures.
- Binding/contractual commitments of resources (i.e. financial or service) of the SoSM PA can only be made with approval and signature of the Pastor of St. Mary in conjunction with the committee lead and PA leadership team of the program requiring a funding or service commitment. This provision does not apply to the use of Proceeds as described in Article III below.
- Reimbursement requests must be made within 45 days of the expenditure, otherwise the request will be denied.
- The SoSM PA shall not seek to direct the administrative activities of the school, or to control its policies.

## **Article III – Use of Proceeds**

One part of the mission of the SoSM PA is to raise Proceeds for the exclusive benefit of the School of St. Mary. To further this mission, the SoSM PA has established an Annual Fund, a parent driven fundraising vehicle that replaced prior forms of fundraising. The purpose of the Annual Fund in particular and all SoSM PA fundraising in general is to use the Proceeds to enrich the curriculum and enhance academic services in order to support and improve the overall quality of the School of St. Mary. In furtherance of this purpose and consistent with the Church's annual reports, all proceeds received by the SoSM PA will first be used to satisfy the School of St. Mary operating expenses. Any proceeds that exceed the School's operating expenses for a given year will be donated to the School and used by the School at the sole discretion of the School's Principal in conjunction with the PA Leadership Team.

## **Article IV – Membership, Meetings and Bylaws**

- The PA holds, at a minimum, five general meetings per year, which are open to any parent/guardian with a student in any grade attending SoSM, and also all faculty or administration members. There are no dues for the PA, and all contributions of time, talents and treasure are voluntary, with the expectation that each family participates in both school-wide/classroom volunteer opportunities and fundraising school opportunities per calendar year. SoSM PA benefits all students of SoSM, from Pre-K through eighth grade. Volunteer commitments will be sought via an online system at the time of registration for the following school year (or upon enrolling at SoSM for new/transferring students). Confirmation of volunteer commitments will occur between the May through September timeframe, as events and committees needs are finalized for the subsequent school year. If volunteer needs or events are added, volunteers will be sought in a timely manner.
- The President of the SoSM PA shall confirm the dates and locations of the meetings and communicate them to the membership at the first meeting of the school year. The schedule for these meetings will be sent by means of written notification via email, will be recorded in the school calendar and will also be posted on the school websites.
- Minutes shall be recorded by the Internal Communications Chair or designated substitute at each official PA meeting and will be communicated via the school website. The SoSM PA Leadership Team may call special PA meetings when necessary. Meetings of the PA Leadership Team may be called when deemed necessary, with or without public notice. The fiscal year of the SoSM PA is from July 1 to June 30.
- Bylaws are maintained and updated by the Director of Development, Principal, Pastor, and incoming PA President. Review of the bylaws is to occur annually after the Christmas Break and prior to the PA Leadership Team nomination process.

## **Article V – Duties of PA Leadership Team**

The terms of each of the PA Leadership Team positions and descriptions are listed in the table below. Leadership team members are either nominated by a general PA member (any parent/guardian) or selected by the PA Leadership Team. Final selections of the incoming Leadership Team are made by the Pastor and School Administrative Team with recommendations from the outgoing President, Vice

President, and President Advisor. The following roles constitute the leadership team and all should be present at each PA meeting, whenever possible. For the following roles, duties include but are not limited to:

## **President:**

- Oversees all Parent Association activities with a strategic focus.
- Sets the agenda for all general, special, and Leadership Team meetings of the SoSM PA.
- Preside over general, special, and Leadership Team meetings of the SoSM PA.
- Serves as the official spokesperson and primary PA contact.
- In conjunction with the Director of Development, guides decisions regarding fundraising and general school volunteer needs in the best interest of the school and parent community.
- Creates and obtains approval for the annual PA calendar by coordinating with the official school calendar.
- Coordinates the work of the PA Leadership Team and Fundraising/Volunteer Committees, in order that the SoSM PA mission may be fulfilled and promoted.
- Establishes a strong working relationship with Principal, Assistant Principal, the Pastor and academic and support staff.
- Approves use of budgeted funds for committee chairpersons when appropriate. Schedules and cancels events as necessary, with approval from Principal/Pastor.
- Serves on the SoSM School Advisory Council (SAC).
- Should have been the PA Vice President the prior year, whenever possible.
- Serves a one-year term.

## **Vice President:**

- Works closely with the President in a more operational capacity to aid in decision-making and ensure a smooth transition in leadership for the next PA Leadership Team.
- Serves one year as VP and then a subsequent year as President.
- Should have been a member or have held a SoSM PA leadership team for at least one (1) year prior to being selected, whenever possible.
- Oversees and has authority over all Events Committee Chairpersons and their working committee members and sub-committees.

- Shall assume the duties of the President in the case of absence, conflict or inability to serve.
- Aids in running the general meetings.

## **President Advisor –**

- Past Parents' Association Presidents who advise the current President and PA Leadership Team.
- Provides ad-hoc advice, historical perspective, contact information etc., on an as-needed basis as requested by the PA Leadership Team Members or Administration.
- Serves a one-year term following the presidency, unless unable to fulfill.
- Selection for this position occurs only if the prior year president no longer has children at the school or is unable to fulfill the role for other circumstances.

## **Treasurer –**

- Works closely with the Director of Development on all fundraising budgets, revenue processing, and expenditures;
- Works with the business office to reconcile and provide monthly ledger reports
- Helps influence the annual school budgets
- Serves on SAC
- CPA or CFA is recommended for this role or equivalent experience.

## **Vice Treasurer –**

- Works closely with the Treasurer to promote best practices, accuracy and timeliness in PA financials, and ensures a smooth fiscal transition between leadership team during the second year of the Treasurer's term
- CPA or CFA is recommended for this role or equivalent experience.
- One year as Vice Treasurer and subsequent year as Treasurer

## **Internal Communications Chairperson –**

- Oversees the development of internal messages, regarding PA events and selected school events, the timing for when they will occur, and distribution through the Director of Development and Marketing.
- Works with website administrator by maintaining current information on the SoSM website
- Provides photos and captions, with names of students in foreground, to website administrator for social media on PA events that presents the school favorably and in an inclusive manner for both campuses.
- Records and seeks review/approval of the PA Leadership Team Meetings Minutes and sends to President for approval to post on the school website. If unable to attend the meeting, seeks substitute to record minutes prior to the meeting
- Oversees gestures of thanks and/or gratitude for PA events, donations, or other needs
- Participate in joint ventures and liaise with the school administration when necessary
  - Meet with the SoSM Marketing team quarterly and/or as necessary to align communications with the calendar and schedule distribution thereof
  - Serves a two-year term

# **External Communications & Publicity Chairperson –**

- Oversees the development of external messages, the timing for when they will occur, and the appropriate channels for distribution
- Assists volunteer event chairs with external publicity, including use of Social Media, and ensures consistent and clear branding and a positive image for our school
- Works with the school administration and pastor to ensure external communications are consistent with Archdiocese, Church, and School values/rules
- Meet with the SoSM Marketing team quarterly and/or as necessary to align communications with the calendar and schedule distribution thereof
- Serves a two-year term

# **Volunteer Support Chairperson –**

**Recommend add: 2 from PGC and 2 from UGC**

- Oversees volunteer placement process, ensuring fairness in distribution of volunteers to promote best use of parents' time, treasures and talents
- Works with families in need of volunteer placement
- Oversees the automated process for volunteer placement, including implementing process improvements as needed, and appoints chairs for all PA committees.
- Works with PA Board and Administration to mitigate any challenges
- Serves a two-year term

## **PGC Parent/Teacher Liaison –**

- Works closely with the UGC P/T Liaison
- Meets with PA President, Vice-President and School Administration to determine class-specific room parents
  - Leads a room parent kick-off in conjunction with UGC P/T Liaison
  - Coordinates the room parents at the PGC
  - Coordinates with committee chairs to identify and communicate teacher appreciation activities, grade projects, and class baskets
- Attends periodic teacher meetings to provide PA updates, obtain feedback, and determine if new classroom volunteer opportunities/changes are needed
- Works with the Virtus Administrator and school office to ensure that all volunteers have the proper clearances required to be certain that all volunteers have the necessary documentation before being permitted to volunteer each year
- Serves a two year term

## **UGC Parent/Teacher Liaison –**

- Works closely with the PGC P/T Liaison
- Meets with PA President, Vice-President and School Administration to determine class-specific room parents
- Leads a room parent kick-off in conjunction with PGC P/T Liaison
- Coordinates the room parents at the UGC
- Coordinates with committee chairs to identify and communicate teacher appreciation activities, grade projects, and class baskets
- Attends periodic teacher meetings to provide PA updates, obtain feedback, and determine if new classroom volunteer opportunities/changes are needed
- Works with the Virtus Administrator and school office to ensure that all volunteers have the proper clearances required to be certain that all volunteers have the necessary documentation before being permitted to volunteer each year



- Serves a two year term

**Pastor** — *Executive Member*

**Principal** — *Executive Member*

**Development Director** — *Executive Member*

*Nominations and selections shall be staggered with the objective of retaining three of the six chairpersons/liaisons for each new year.*

*However, during years when more than two of the volunteer positions are being vacated, single-year nominations may also be made to maintain the two-chairperson/liaison stagger.*

## **Article VI – Fundraising Event Selection**

The current fiscal year PA Leadership Team in conjunction with the Development Director will determine the fundraising events for the subsequent fiscal/school year. The incoming PA President, who will assume the Presidency role for the following year, will provide the primary direction from the PA perspective for event selection. The principal and pastor must provide final approval of the selected events.

## **Article VII – Committee Chairpersons**

The PA Leadership Team, including input from Executive Members, shall determine core event committees for each upcoming school year. Events committee chairpersons shall be appointed on a volunteer basis to head committees deemed necessary by the PA Leadership Team. In the event of multiple volunteers, the parties may agree to co-chair, or selection will be determined based on seniority, qualifications, time available to perform the role, and other factors deemed important.

Each committee is the direct responsibility of the Chairperson. The Vice President will generally oversee each committee. Any concerns should be brought to the attention of the Vice President or any other PA Leadership Team Member. Said Leadership Team member will determine whether immediate action is necessary and take appropriate steps on behalf of the Chairperson.

Chairperson Responsibilities include but are not limited to:

- Overseeing and implementing the goal work plan of the committee
- Keeping minutes and/or maintaining general records/status regarding committee activities
- Preparing and presenting a status report to the PA Leadership Team at requested general meetings.
  - In the event the chairperson will be absent from a general meeting, provide the overseeing Leadership Team member with a report for presentation at the meeting.
  - A delegated committee member may also present at the meeting.
- Seeks approval from PA Leadership Team, Principal, Pastor, and Treasurer where applicable to ensure events are aligned with school values and goals and calendar.

## **Article VIII – Dissolution**

The SoSM PA may be dissolved in the following manner:

- The PA Leadership Team shall give notice to the entire PA membership that the dissolution is being considered by written notification.
- At least two weeks following the notice, a special meeting shall be called to discuss the dissolution proposal and to vote.
- Dissolution requires approval by two-thirds of the members present by written vote.

- Dissolution shall take effect when specified at the specialmeeting and shall be documented in final Parents' Association meeting minutes to be maintained with the School Advisory Council (SAC).